2Touch Workbook™

User Guide

Version 1.8 – November 2012

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1. Welcome to your 2Touch Workbook

Your 2Touch Workbook provides an environment where you can easily draw, write, and type anywhere you like on the page, just as you'd expect on a whiteboard.

Unlike a whiteboard however, you can create as many pages as you like in your Workbook, and move between these pages easily. You will be inserting images, flash objects, video, live web feeds, capturing screen shots from images or web pages, and customizing page backgrounds in just a few minutes.

Once you have become accustomed to the basic functions of your Workbook, you will be ready to customise your own toolbars with your preferred pens, lines, shapes, links and shortcuts to frequently used tools. Your custom tools will be available to you anywhere on your computer, not just within your Workbook!

Suggestions & Support

Your contributions to the future of this software are vital. Any suggestions you might have to make the 2Touch Workbook a more useful tool for educators and trainers are very welcome. Please send your ideas to improvements@twotouch.com.

System Requirements

Processor: 800 Mhz or greater

RAM: 256Mb

Hard Drive Space: 40 MB

Operating System: Windows XP (SP3), Vista (SP2) or Windows 7

Microsoft.Net Framework version 4

2. Quick button guide

Open a new Workbook file

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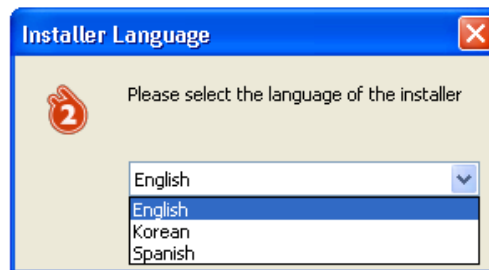Xorro Q responder

Workbook **ruler**

Customisable **Personal Toolbar**

3. Installing Workbook

Installing your copy of 2Touch Workbook involves a number of steps:

✧   Click on the Workbook executable file
✧   You may encounter a security warning – select **'run'**
✧   You'll then be given a choice of languages to install Workbook in.

✧   You'll then be prompted to make sure that other programs operating on your computer are closed. Click **'next'**.
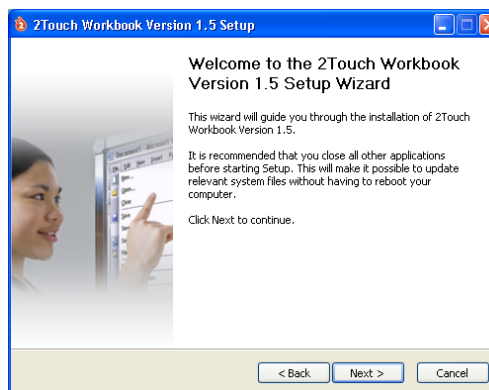
✧   The license agreement will appear on the screen. Once you've scrolled down the agreement (a failure to do so will halt you from continuing the installation) and agreed to the terms and conditions you will then be able to continue the installation.

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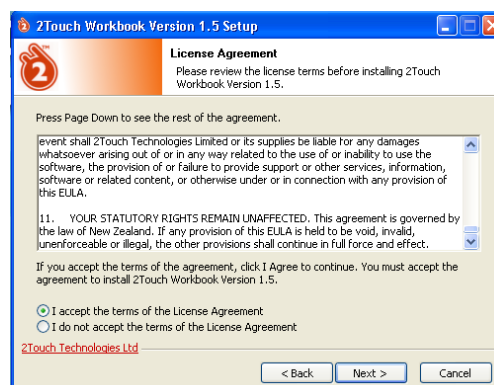
✧ Workbook will now ask you to select an install destination for 2Touch Workbook. Workbook will automatically install under program files. If you wish to install Workbook in a different location there is no issue, your user profiles will still function. Once you've selected a folder (the pre-chosen 'program files' is recommended) click **'Install'**.
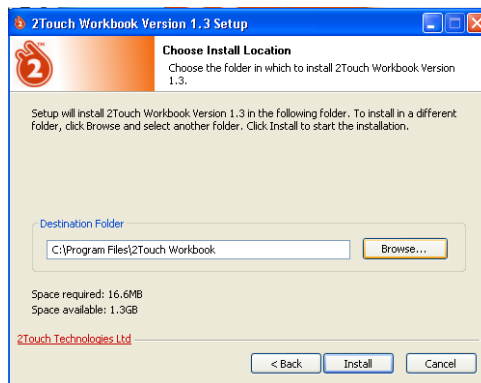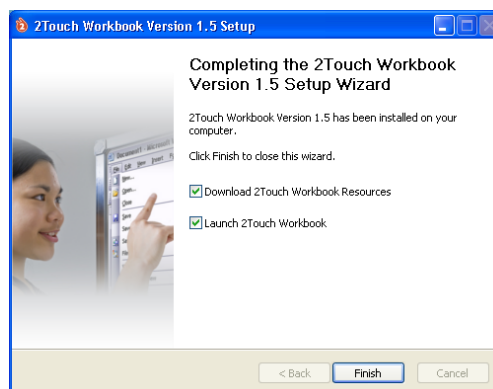

✧ Workbook will now install on your computer. Once that is completed you will be prompted to exit installation and asked if you want to 'download the 2Touch Workbook resources' and 'launch 2Touch Workbook' upon exiting.

If you select 'download resources' your internet browser will open up a 'file download' window and ask you if you wish to download 'resources.exe'. Click **'run'**. Your computer will now download the workbook resource file which contains a range of images as an aide for creating your Workbook. The file is downloaded directly onto a 2Touch folder on your C: drive.

4. Activating your copy of 2Touch Workbook

Once Workbook is installed and opened you'll be prompted to "Activate workbook" within 30 days (see message below).
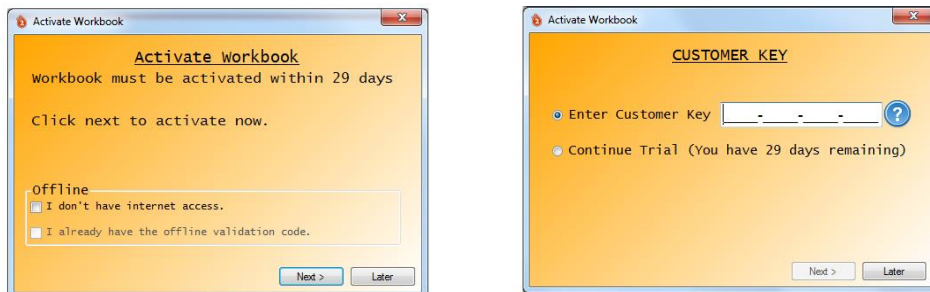
The activation process depends on whether you have internet access or not. If the computer you're working on has access then click **'next'**.

The next window will ask for your 'customer key' or to simply 'continue the trial'. If you have your customer key then enter in your 16 digit customer key and click **'next'**. If you don't, then select 'continue the trial' and click **'next'**.

What is the customer key?

The customer key is unique to your organisation. Every organisation is provided with a customer key that all members can use (so long as adequate user licenses are purchased). If you don't have the key contact your IT department or 2Touch dealer.

My computer doesn't have internet connection

If your computer doesn't have internet connection head to the bottom of the initial pop up box and select 'I don't have internet connection', click **'next'**.
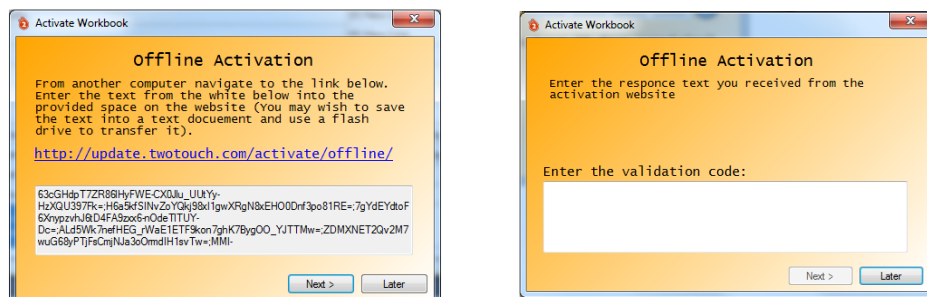
On the next screen you'll be confronted with a website address and a range of text (box above). What you need to do is:

✧   copy and paste the text from the box and the website URL.

- ✧ save it into a text document.
- ✧ transfer the document to a computer (via flash drive etc..) with net connection.
- ✧ Once on a computer with an internet connection open the website.
- ✧ Insert the text from the white box onto the site.
- ✧ You will now receive a new activation code (this is your validation code) – copy and paste the code onto the text file and save it.

Head back to your original computer (that needs workbook activation). Open workbook and select 'I don't have internet connection' and 'I already have the offline validation code'.

The next screen will prompt the user to enter in their 'validation code'. Click **'next'**, the activation process will begin.

5. Workbook Layout

To start your Workbook journey, you need to familiarize yourself with the general layout of 2Touch Workbook.

page navigation

toolbars
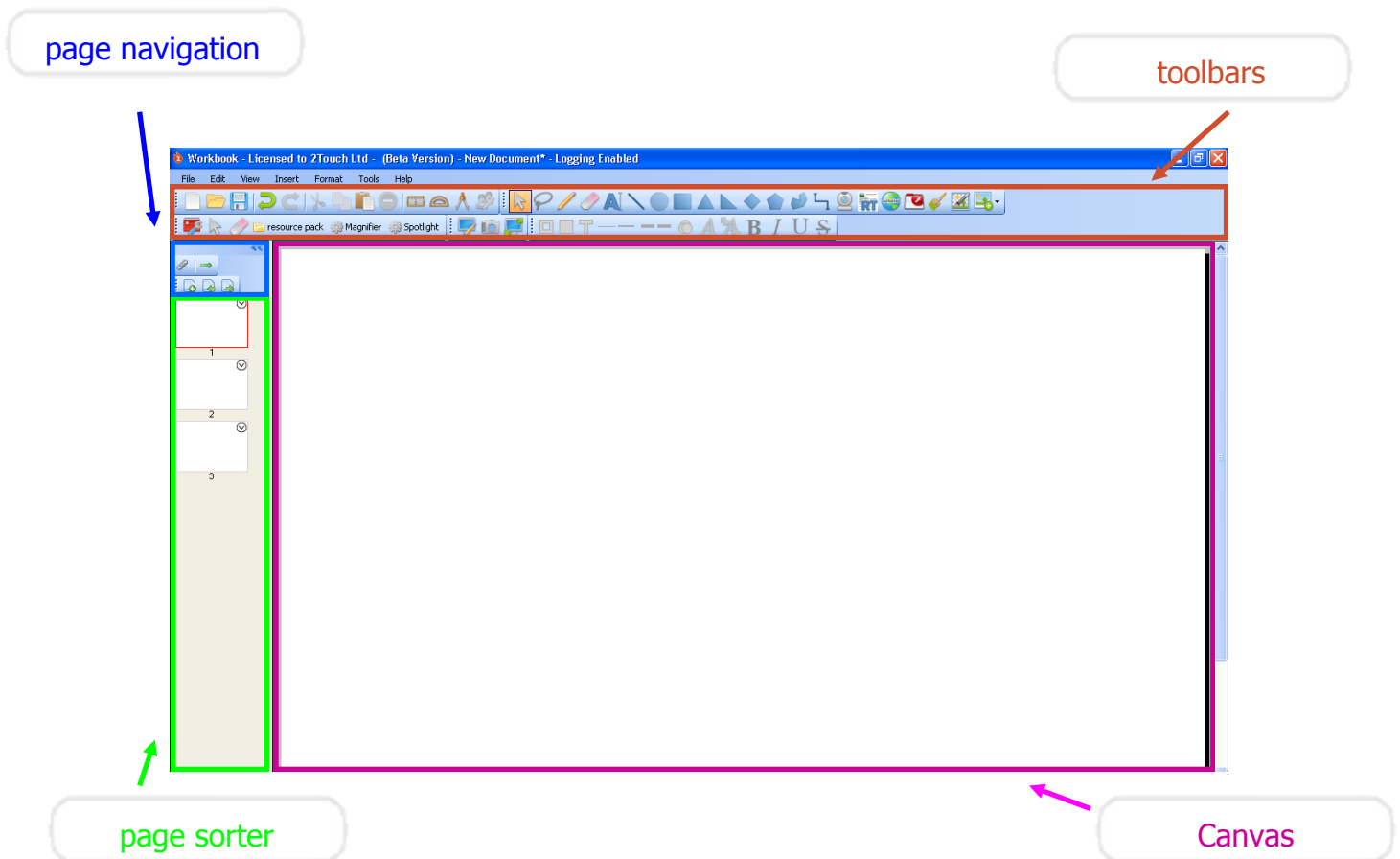
page sorter

Canvas

Canvas:

The canvas is your main work area - detailed further in the canvas section p.9. The canvas area may also be referred to as the 'current page'.

Page Sorter:

A list of all the **Pages** within the Workbook file are shown as thumbnails to the side of the Workbook, in a panel called the **'Page Sorter'**. The page thumbnail with a red outline denotes that this is the page currently displayed on the canvas.

Toolbars:

Almost all of the controls needed to work around the Workbook are contained in **Toolbars**. There are seven toolbars (refer to section 8) which consist of grouped icons. The toolbars can be positioned anywhere around the edge of the Workbook window.

By default, toolbars are positioned at the top of the Workbook window, except for the '**Page Navigation toolbar'** which is placed at the top of the Page Sorter.

5. 1. The Canvas

The Canvas is your main working area. You should consider this as your whiteboard area, which you will use to draw, write, present, and share with groups of people.

In no time at all, you will be able to:

-   Write in digital ink on the canvas;

-   put digital images or photos on your canvas;

-   capture onto your canvas, still "snapshots" of work you are doing in other applications such as Excel or CAD packages;

-   insert videos, flash files, even live web pages, into your canvas.

The real power of the Workbook comes from being able to integrate all of these different activities onto one surface, save it, and instantly share it with other people.

Saving the Workbook allows you or others to return to it later and review it, or change it, or use it to launch other related activities.

Activity: Using the Canvas

As your first activity, choose a pen from one of the toolbars and use this to write on the canvas. Experiment with the effects of various tools: pens of different colours, styles, thicknesses; straight lines; erasers; shapes.

Next, click on the arrow select button to return to mouse mode. In this mode, your touch means "mouse click". Drag your touch over an object or several objects to select them and move them.

Basic canvas objects

Text If you want text to start appearing in a particular location on the canvas, click on that location, and start typing. The text will appear in an edit box. When clicking away from this the text will then be rendered as an object, which you can scale or rotate in the usual way (see manipulating objects).

Images To place an image on the page, Choose Insert>>Image from the top menu. Browse to the image, and select it. The image will display on the page. If the image is very large, you may need to scale it to make it fit on the page (see manipulating objects).

5. 2. Working with Objects on the Canvas

Anything which you place on the canvas –ink, text, shapes, pictures, flash files, videos etc – can be manipulated in various ways depending on the type of object. There are two kinds of object:

- **"static" objects** such as ink, text, shapes and images which do not change of their own accord, and
- **"active" objects** such as multimedia, flash files and web views which can change while they are on the canvas.

5.2.1 Working with Static Objects

Static Objects, such as ink, text, shapes and images, can have a wide range of actions applied to them. For further information about using the ink, line, and shapes tools refer to the mode select toolbar.

fig. 1.1 static objects

Manipulating Static Objects on your Workbook page

Once a static object is selected (using the select tool) an outline will appear (fig 1.1) around it.

Three control "handles" are available on selecting any object on the Workbook page. The top center (blue) handle rotates the object about its geometric center. The red handle in the lower right corner permits the object to be easily scaled (enlarged or reduced). Clicking the arrow in the top right will reveal the 'object menu'.

rotate

Object options

scale

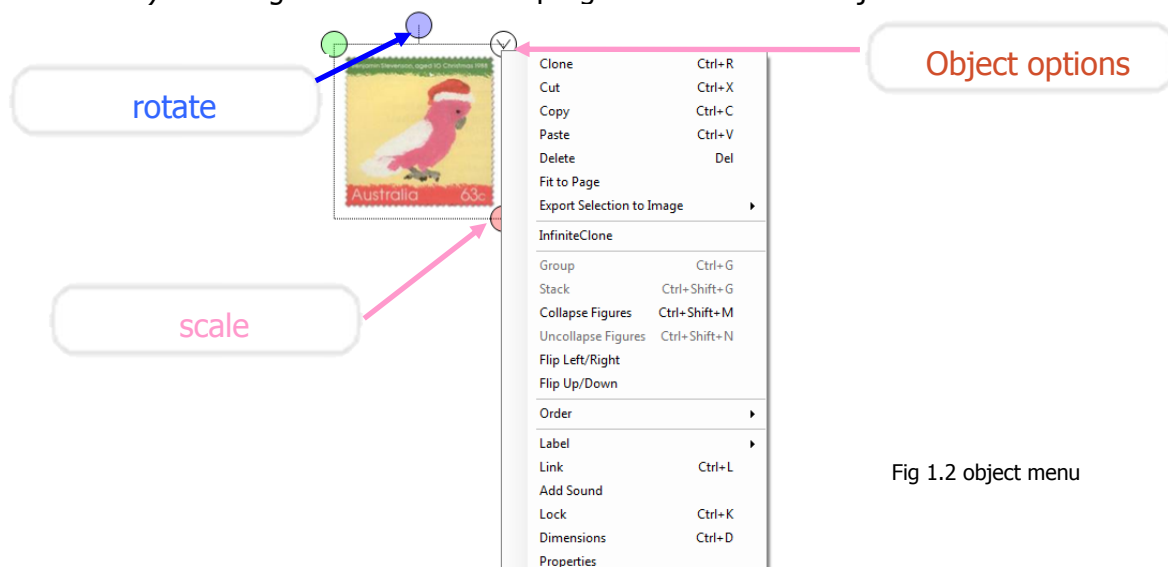|	
Clone	Ctrl+R
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	Del
Fit to Page	
Export Selection to Image	▶
InfiniteClone	
Group	Ctrl+G
Stack	Ctrl+Shift+G
Collapse Figures	Ctrl+Shift+M
Uncollapse Figures	Ctrl+Shift+N
Flip Left/Right	
Flip Up/Down	
Order	▶
Label	▶
Link	Ctrl+L
Add Sound	
Lock	Ctrl+K
Dimensions	Ctrl+D
Properties	

Fig 1.2 object menu

To change the size of the handles refer to the 'Options menu' under the 'Tools menu'.

Selecting the arrow icon in the upper right corner reveals the 'object menu'. The object menu details the various actions which can be performed on the object:

Object Menu (fig 1.2)

This menu of actions will be available for any "static object" on the Workbook page, whether it's a pen, a line, a shape or text.

Clone – Will create a separate copy of the selected object.

Fit to page – The object will increase in size to the largest it can be on the canvas.

Export Selection to Image - allows you to take the selected object(s) and save it (them) as an individual image (PNG) outside of Workbook.
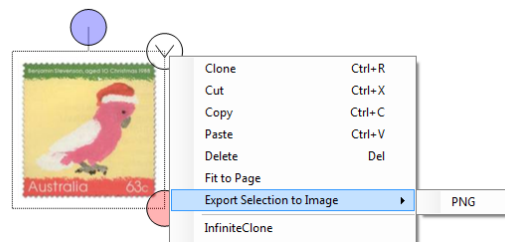
Infinite clone - every time the object is touched a copy is created. To turn off, select the object, by using the select tool (refer to Mode Select toolbar) and dragging over the top, and clicking the infinite icon.

Stack- Stack is a feature that allows users to stack multiple objects on top of each other. The user must first select the objects that they would like stacked together. Then select 'stack' from the menu. The objects will now appear stacked together.
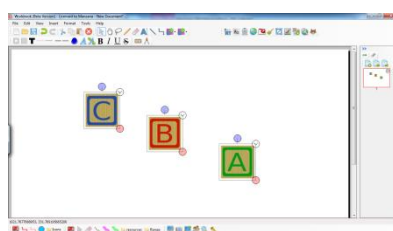
Cycle through

Change display

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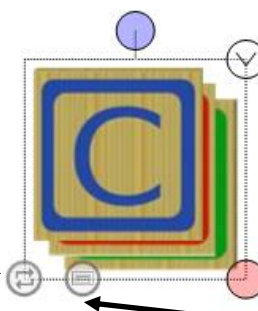
Cycle through: Users can cycle through the different objects.
Change display: Users can choose between 2 different ways of stacking: cascade and pile. Cascade shows the main object and parts of the behind objects. Pile shows just the object at the front.

To unstack the objects head back to the menu and select 'UnStack'.

*Collapse/uncollapse figures –* Refer to Connectors in the Mode Select toolbar

Flip left/right – Flips the object horizontally

Flip up/down – Flips the object vertically

Order – Select where you want the object to sit on the page in relation to other objects(front or behind other objects).

Label – Add a text title to the selected object. By selecting 'Edit Text' users are provided with the 'Edit Label' window from which they can enter the label into. The menu also offers users the ability to choose where they wish to place the label in relation to the object (the variety of align options).

'Enable text wrap' keeps larger portions of text within the frame size of the object.
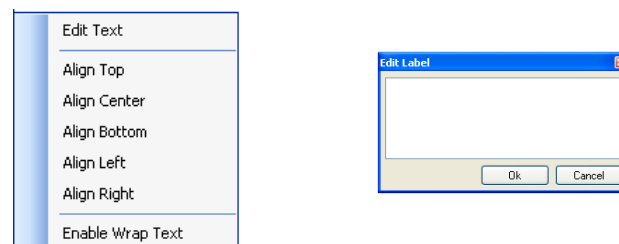
Align – Align the text to either the left, right or center of the text position (chosen in the 'label' menu).

Link - is a particularly helpful way of integrating access to resources from your canvas. Objects on your canvas can be linked to a variety of different sources all listed under 'list type'. When a link type is selected the 'link location' changes to suit.
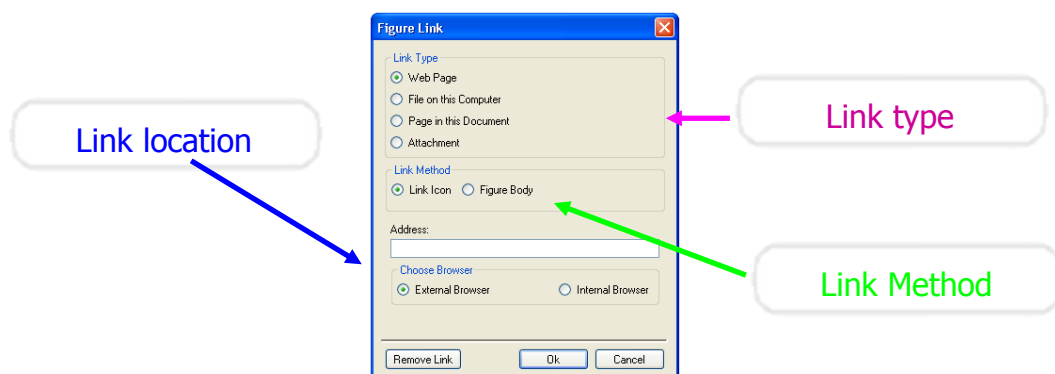
✧ 'Web Page' (as per image above) - Link the object to a specific web page. Input the address into the 'link location' and then select the browser type. If the 'external

browser' is selected the link will open in the computers main browser. If 'internal browser' is selected the link will open up within a workbook browser on the canvas (refer to the dynamics toolbar).

✧ 'File on this computer' – Links to a file on your computer. Once 'file on this computer' is selected the 'link location' provides a 'browse' button that opens a browser from which users can search their computer for a file. Users can select if they wish to save the file directly to their attachments.

✧ 'Page in this Document' – users can link an object to another page within their workbook. 'Link location' provides users with the ability to select the page they wish to link to. Select the page name (refer to working with pages section) from the window on the left hand side, or the 'link pages' position in page order (first, last) or position compared to the current workbook page (next, previous).

'Link page'

Page display
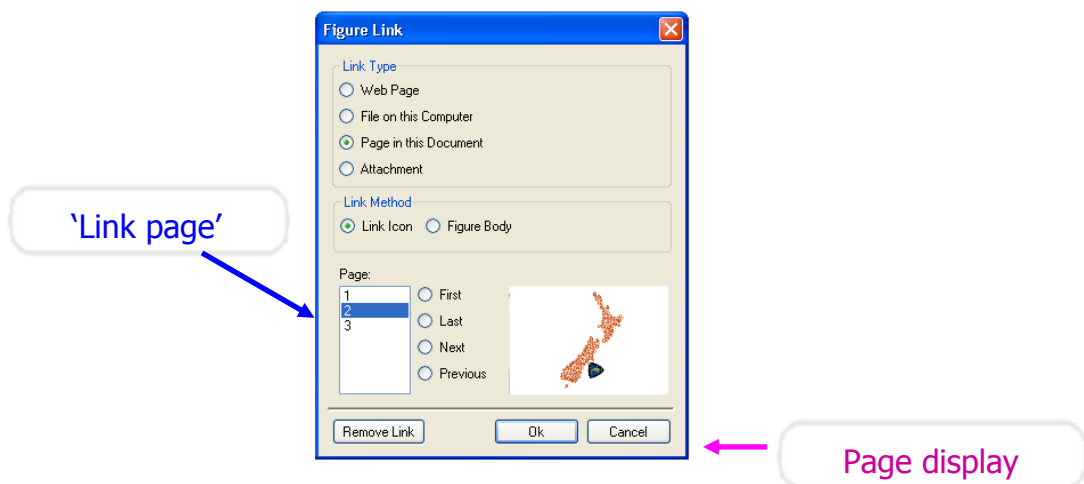
✧ 'Attachment' – Once 'attachment' is selected a list of the attachments within the current workbook appears in the link location box. Users select the attachment they wish to use.

✧ 'Link Method' - The user can choose whether to launch the link via the 'link icon' positioned at the lower left corner of the object (see image below), or simply by clicking (or touching) the object itself.

Link icon

✧ 'Remove link' – Users use this button if they wish to remove the link from the object.

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Add Sound allows the user to connect an object to a sound file (mp3 or wav) they have stored on their computer. Upon selecting *Add Sound* a selection box will appear. You are given two ways of searching for a sound file:
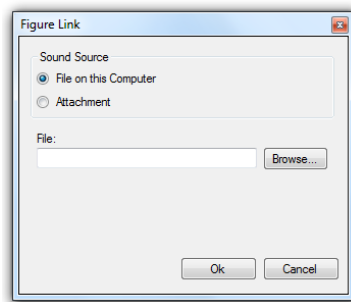

◇ **File on this computer:** By clicking **'Browse'** Workbook will open up a standard search box that will allow you to search for sound files saved on your computer. Once you find the sound file, highlight it, click open (the files path will now appear in the box under *File*), and then ok.

◇ **Attachment:** If you have previously attached a sound file to your Workbook page you can access it by selecting **'attachment'** in the top box and then selecting the sound attachment you wish to use from the bottom box.

Once you've attached a sound file, every time the object is clicked the attached sound will play.

Lock - locks the selected object in place. This prevents accidental dragging, re-sizing, or editing the object. WH object's icon will display a red cross. Click the red cross to disable lock.

Dimensions – Change the object's size by editing a list of measurements. If you wish to keep the aspect ratio for the object tick the box next to 'Lock Aspect'. Users can either, type in a size or use the up and down arrows to edit the measurements.
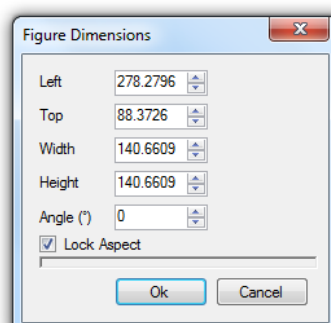
Properties - Provides access to any further options for manipulating the objects: fill colour, outline colour, line type, thickness, opacity, font type and size. In the case of images, this will be limited to adjusting the image's opacity. For other objects refer to the properties select toolbar.

Note: Breaking the locked aspect ratio of a shape created in Workbook (ellipse, rectangle, triangle, right angle triangle, diamond and pentagon)

Upon creating a new shape you'll find that its aspect ratio is locked by default (i.e. ellipses start off as circles, rectangles as squares). To break the aspect ratio and enable the ability to re-shape an object with varying dimensions, select the object, click on the red circle and drag directly up. Although the shape will initially stick to its original aspect, it will eventually break its aspect lock allowing you to freely choose the aspect ratio you desire.

5.3. Working with Active Objects

Active Objects, such as multimedia, flash files and web views, are displayed on the canvas in a frame with an orange header. We call this frame, the 'placeholder'.
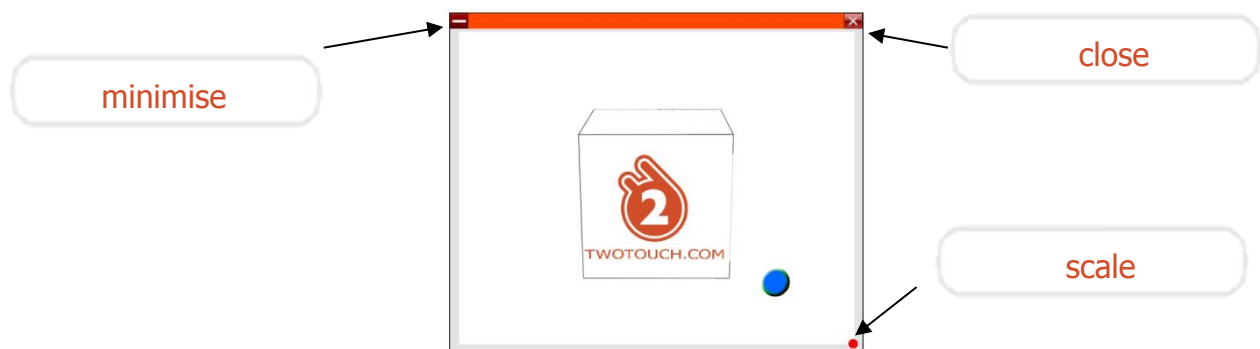
To move the object around the canvas, click or touch on the orange header bar and drag.

Scaling the active object - To scale (or re-size) the active object, drag the red circle on the lower right of the object.

Closing the active object - To close the active object push the 'Close' button at the top right corner. This will completely close the object

Minimising the active object – Click the minimise button in the top left corner to minimise the active object. This will replace the displayed object with a rectangular "placeholder", labeled with the file's name.
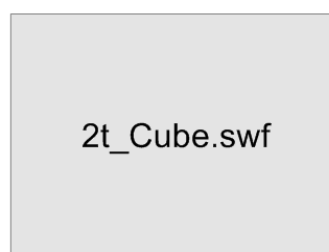
To then re-launch the Active Object click on the placeholder. You can scale and move the placeholder just as you would any static object.

Note: When the Active Object is directly engaged, it will occupy the focus of the screen. Although ink can be drawn on the canvas, text cannot be typed and objects cannot be deleted. To perform these actions, you need to either minimize or c lose the object.


5.3.1 Viewing multimedia on the Canvas

When a user engages a multimedia file (video, audio) on the Workbook canvas they're given additional options within the frame.
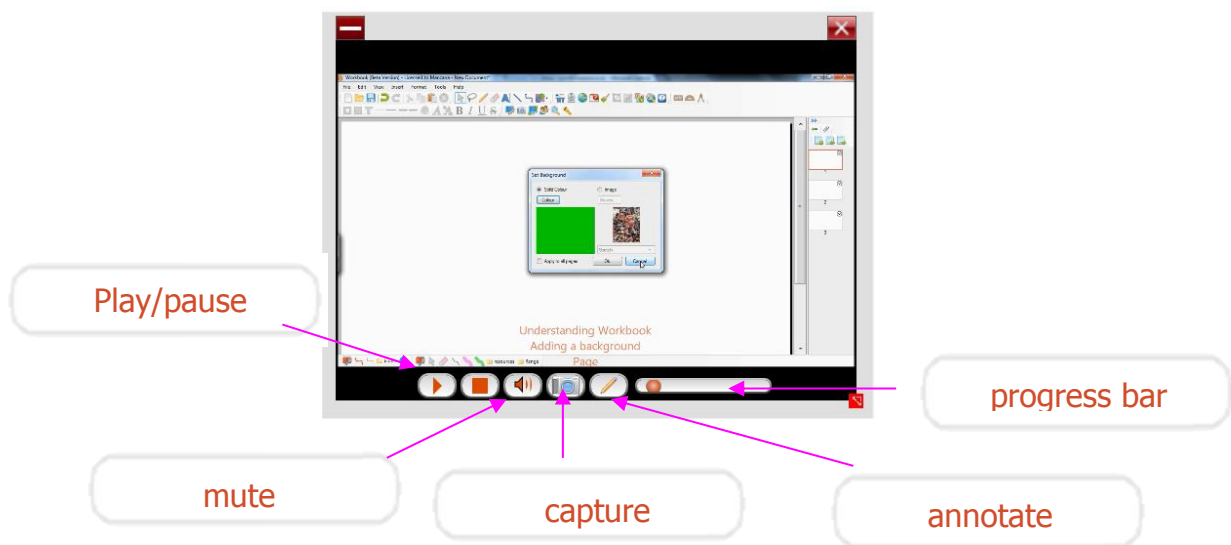
- **Play/Pause:** Engage and freeze the multimedia file
- **Mute:** Turn the sound on or off
- **Capture:** Enables users to take snapshots of the playing video. Once you clicked, an image of the last video frame is placed on the top left side of the canvas. You can take as many captures as you wish.
- **Progress Bar:** The red circle within the white bar indicates how far into the file you are. By dragging the circle you can move further along, or back, in the multimedia file.
- **Annotate:** Provides users with the ability to annotate over the top of their video. Once the annotate icon is engaged the video will stop and the user will be able to annotate over the top of the video, the annotate icon will also reappear as an eraser of which the user can erase annotations. The user can then take a screen shot of the annotations. Once play is pressed the annotations will disappear and the video will continue.

5.3.2 Workbook folder browser

When accessing a folder directly from a Workbook toolbar or menu (Activity folder, folder within customisable toolbar) the Workbook custom folder will open. The folder will sit on top of the screen and will remain on the top of the screen until closed.

2Touch/customisable folders

accessible files

close
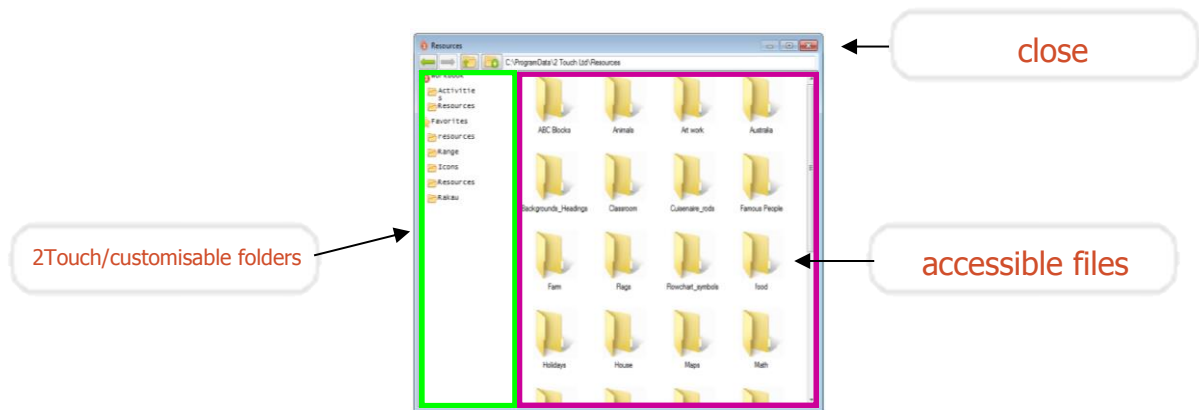
The left hand column features links to folders. The folders are broken into two sets: '2Touch' and 'Favorites'. Under '2Touch' is a range of folders created specifically for Workbook (activities), whilst under 'favorites' are folders previous linked to via the customisable toolbar (refer to customisable toolbar)

Displayed within the main window is the file content of the accessible folders. To place any of the files directly on to the Workbook canvas, double click on the file. To close the browser, click the cross in the top right corner.

Back   Forward   Back a level   Add a folder
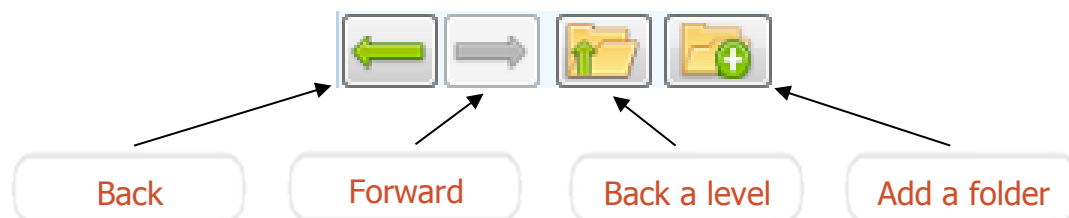
To add a resource to a folder, use the 'add folder' button or right click on an open space within the folder and select 'add resources'

Add Resources
Browse To Location
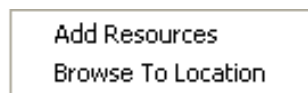
5.4. Page extend
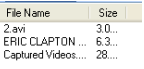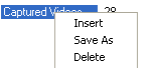
At the bottom of the canvas is the 'Extend Page' option, once clicked it will add more space to the bottom of the canvas.

6. Working with Pages in your Workbook

All of the pages within the Workbook folder are displayed as thumbnails in the Page Sorter. The page sorter can be located on either the left or right hand side of the canvas.
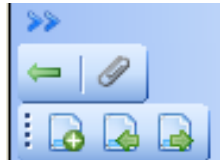
The Page Navigation Toolbar, located above the page thumbnails, allows you to insert new blank pages at any time, or navigate between pages.
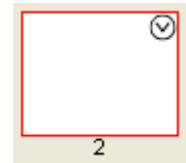
	New Page – Adds a new blank page to the page sorter after the currently selected page.
	Previous page – navigate back to the previous page
	Next page – navigate forward to the next page
	Switch – switches the page sorter bar to other side of the canvas
	Close/Open Page Navigation – close and open the page sorter menu
    	View Attachments – list of attachments relating to the Workbook file Once you've clicked on the *View Attachments* icon the page sorter is removed and a list of attachments, along with their file sizes, appears along the side of your Workbook page. Every time you place or create a video or audio file on your Workbook canvas it's stored in the Attachments List (regardless of whether you delete the image or video from the canvas) and saved within the Workbook file. At any stage you can open up the list of attachments and drag out an attachment onto your workbook canvas. By right clicking on an attachment you're given the opportunity to: **Insert:** Opens a computer search window from which you can select a new attachment and insert it into the Workbook file. **Save as:** Provides users with the ability to save the attachment outside of workbook. Ideal for live feed (refer to the 'dynamic tools toolbar'). **Delete:** Delete the attachment from your Workbook file. Please note that if you delete an attachment from the list, and it's still an object on a page, then that object will fail to work.

	To exit out of the *attachments list* and return to the *Page Sorter* view, click on the *toggle pages icon*.

## Drag and drop items between pages

You can also drag and drop items from the current page to another page's thumbnail.

Each page thumbnail in the Page Sorter is identified by a page number below it. Pages can be renamed by double clicking on the page name (or number) below the page thumbnail.

Page Properties Menu

Each page thumbnail in the Page Sorter features a button in its upper right corner. Selecting this permits access to various page control commands:
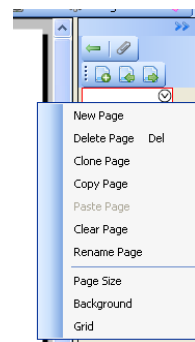
New Page – Adds a new page to the Workbook document

Delete Page – Deletes the selected Workbook page

Clone Page – Places a replica of the selected page into the page navigator.

Copy Page - Takes a copy of the selected page for use with paste

Paste Page – Places a copy of the copied workbook page into the page sorter

Clear Page – Deletes all objects off the selected page

Rename Page – Change the name of the page (name appears below thumbnail in page sorter).

At the foot of the Page Properties menu are three further options: Page Size, Background, and Grid.

Note: A third way of accessing the Page Properties functions is by right clicking on an empty portion of the canvas.

Page Size –

The Page Size command permits you to determine the actual size (in millimeters) of the canvas on which you are working. By default, Workbook pages are set to A4 – landscape.

Choose size from a pre-select, or customize the desired size. Select either portrait or landscape presentation. You can set the selection to apply to all pages in the current Workbook. You may wish to make the selection your preferred default as well.
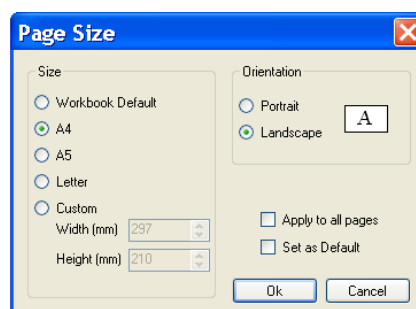
Hint: If you make your canvas too large, you may find that larger images and other objects will slow down your computer's processing of the canvas and performance will deteriorate. This would be especially noticeable when drawing ink over large images.
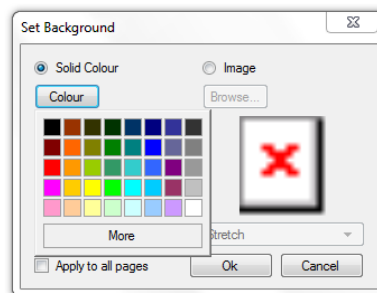
Background

You can change the background of any page, applying colours in the background, or selecting and applying an image to the background.
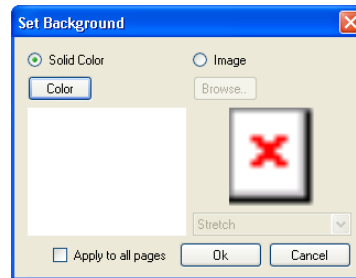
Colour background –

Select the circle next to 'colour'. Click on the Colour button below. Select the colour you would like for your background.

Once you've selected your colour click **'Ok'.**

Image background –

Select the circle next to **'image'**. Click the **'browse'** button. A computer search window will now appear. Use the window to search for an image saved on your computer. Select the image you want to use, then click **'open'**.

A preview of the background will now appear.

preview window
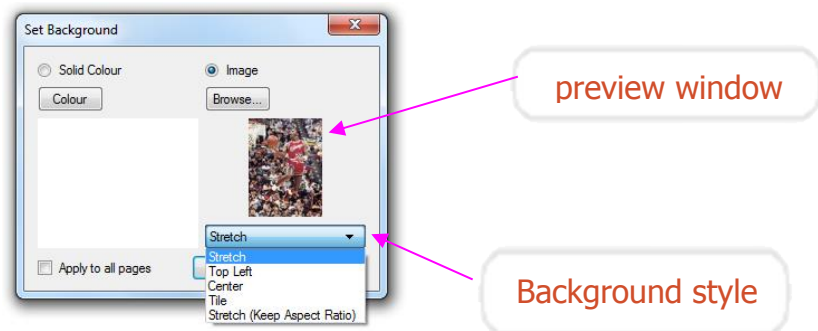
Background style

Background style

Below the preview window you'll find a drop down menu of different background styles. Each style will place the image onto the background in a different way:

Stretch – Image will be stretched to the corners on the page

Top left – Will place the image (in its original size) into the top left of the background

Centre – Will center the image (in its original size) into the center of the page

Tile – Displays multiple copies of the picture as a tiled display.

Stretched (Keep aspect ratio) – stretches the image without changing the aspect ratio.

Once placed in the background, the image cannot be manipulated further, but can be removed from the background or replaced.

Apply to all pages - Any background can be applied to the page in progress, or to all pages in the Workbook. Simply select the box next to 'Apply to all pages' and the background will be placed on all pages within the document.

Grid – provides users with the ability to insert a grid as background on to the Workbook canvas
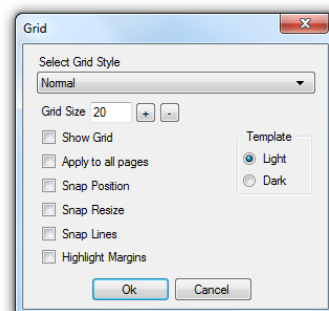
✧ Select Grid Style

Workbook contains a number of grid styles that can be chosen for specific subjects. There are 4 grid styles that can be selected from the drop down menu at the top of the grid select window.

✧ Normal

Places a grid comprised of squares onto the background of your Workbook.

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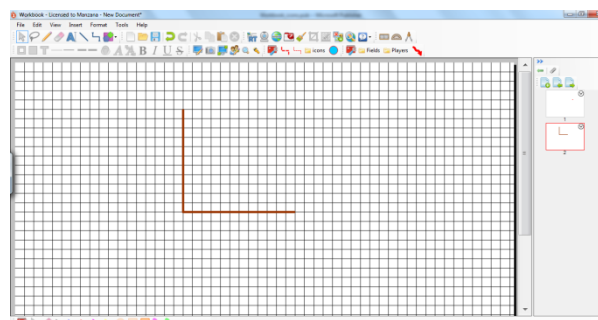
✧ Handwriting

Places light and dark lines (similar to hand writing paper) onto the Workbook canvas
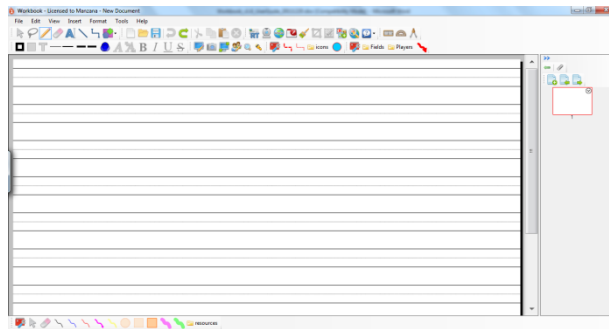
✧ Musical

Places empty sheet music grids onto the Workbook canvas
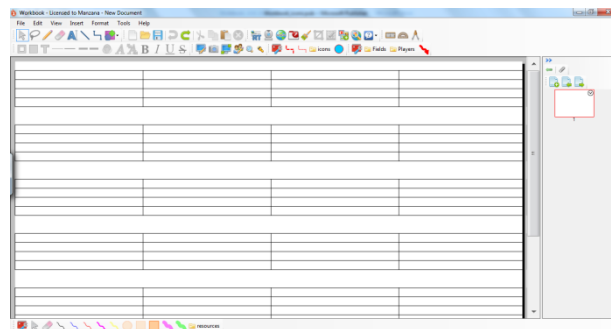
✧ Iso 45/45
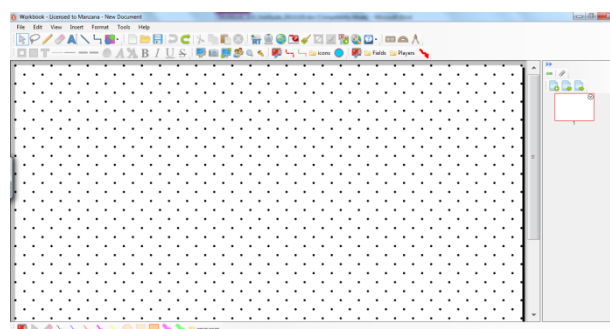
✧ Grid Size - Choose the size of grid desired (the lower the number the smaller the gap/size of grid lines/dots).

Change the size by selecting plus or minus buttons from the grid selection window or entering a number in the box next to 'grid size'.

✧   Show Grid – Grid will appear on the background of the canvas.

✧   Apply to all pages – Applies the grid to all pages in your workbook file.

✧   Snapping to Grid: The Snap functionality allows objects and images to be precisely positioned and aligned for design, presentation or overlay purposes.

There are three Snap options available:

- Snap position – will "snap" objects to grid intersects as the objects are being moved over the canvas.
- Snap resize – will "snap" object sizes as the objects are being resized.
- Snap Lines – will "snap" lines to grid intersections as lines are drawn.

Hint: Snap functionality can be, and often is, used with the grid not shown. In this way (for example), lines can be drawn and easily made vertical or horizontal, and on pre-determined spacing. This is especially helpful for aligning objects and text either vertically or horizontally.

✧   Highlight margins – Works for the 'normal grid' function. Highlights a 5*5 square margin.

✧   Template – Select 'light' or 'dark' options referring to the visibility of the selected grid.

7. Menus and Views

There are a variety of menus located along the top of your Workbook screen. Here is an explanation of how they work.

7.1 The File menu

Create a new Workbook, open an existing one, or save the currently open Workbook. If you choose "Save As", you'll be able to rename your currently open Workbook so that you do not overwrite the earlier version.
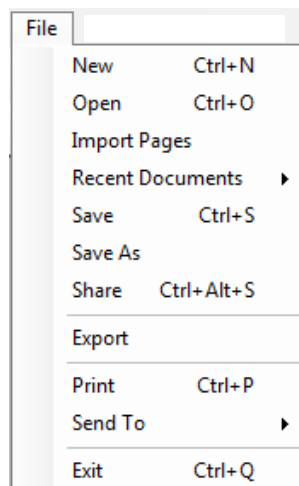
File >> New opens a new Workbook document – this will close your current workbook file.

File >> Open opens a previously created Workbook file – this will close your current workbook file.

Also provides users with the ability to open a range of activities made in other interactive white boarding software.

Import Notebook allows you to browse and select a file written in SMART Notebook software, and open it as a 2Touch Workbook. You will notice that all of the objects remain editable. Some specific things to note:

-   Background templates will open as Background images.

-   Attachments may not always import correctly, or may import as attachments rather than as embedded objects.

-   Text may import without word wrapping, which may mean that you have to edit it to make it fit your desired layout.

-   Older SMART files with file extensions .xbk or .nbk, will need to be re-saved in a recent version of SMART Notebook to the current .notebook file extension, before they can be imported into the 2Touch Workbook.

- Other file formats, such as Promethean Activboard's Flipchart, can be imported into SMART Notebook using SMART import and then the resultant notebook file can be brought into Workbook.
- You can also open SMART Notebook files directly through File >> Open

Import PowerPoint

- Browse your computer for a previously created PowerPoint file and open it within Workbook. This provides you with the previously created PowerPoint file but within the feature rich 2Touch Workbook.

Import Common IWB

- Provides users with the ability to open up an .iwb file within workbook. .iwb files are a common file format devised for interactive whiteboard users.

File >> Import Pages provides users with the ability to import a selected page from another Workbook file.

Once selected a window will open and users can then search their computer or network for Workbook files that have pages they wish to import into the currently opened Workbook file.
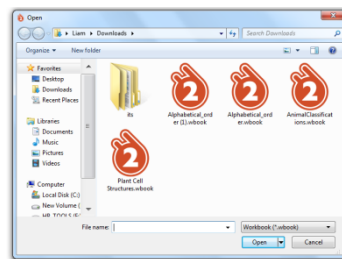
Once a Workbook is selected and **'Open'** is clicked an 'Import Pages' window will appear. Each page and attachment in the selected Workbook is displayed in the 'Import Pages' along with a tick box.
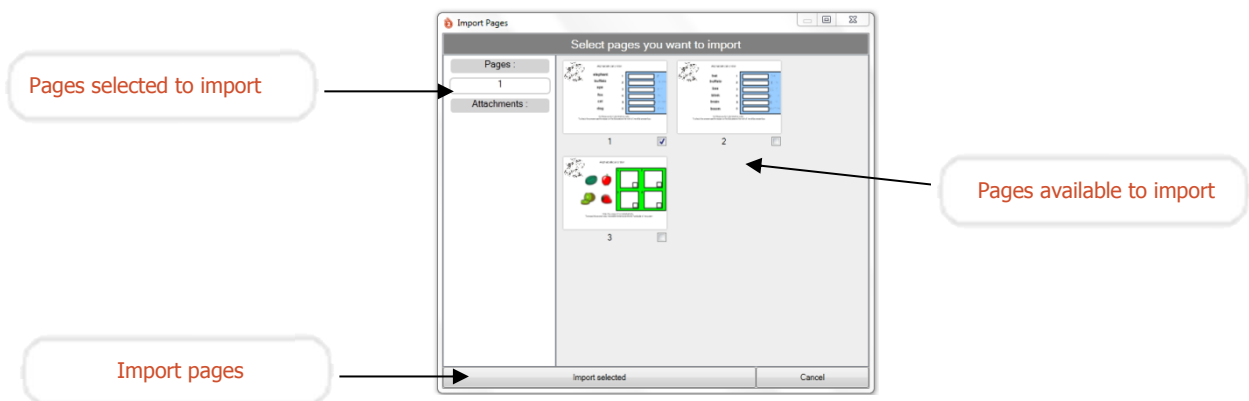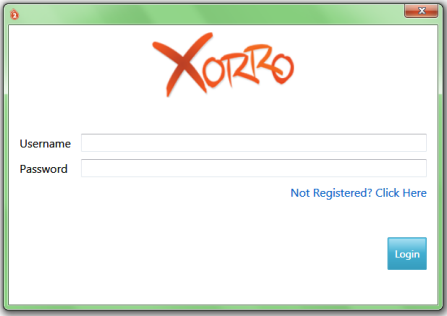
Each Workbook page that has their individual box ticked will be imported into the current Workbook file. The left hand side of the window displays the pages and attachments selected for import.

Once pages have been selected and ready for importation, users click on 'Import Selected'. The selected Workbook pages will now be added to the currently open Workbook.
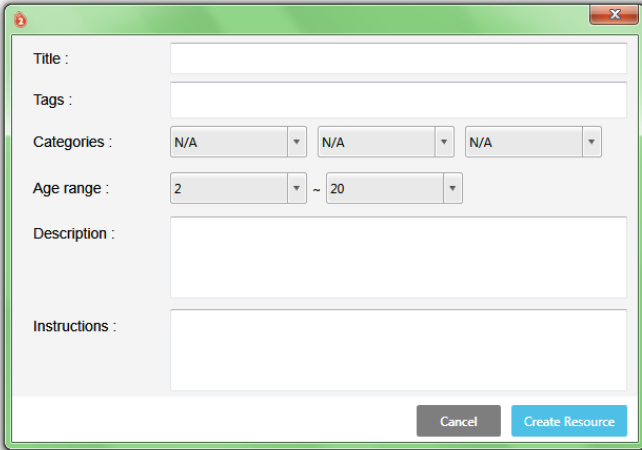
File >> Recent Documents lists the last five opened Workbook files. Users can select a previous file and it will open – this will close your current workbook file.

File >> Save saves changes to the current Workbook file. It will also ask you if you want to 'share the document' if you have sharing switched on.

File >> Share Provides Workbook users with the ability to save their Workbook file directly to the Workbook community website. Once clicked the Workbook file will be saved – if the file hasn't been saved before you'll be required to go through the save process. The Xorro Q login screen will then appear (see below).

Enter in your community login – if you don't have a login one click on 'Not registered? Click here'. Once you're logged in then the 'share window' will appear and prompt you to enter in information regarding the category the Workbook document will fall under.

Title: Name of the Workbook document

Tags: enter in search tags that apply to the document (addition, cricket, Panada etc...)

Categories: Select the categories with which the Workbook falls under (can be more than 1)

Age rang: Select the range of students that would benefit from the Workbook

Description: A brief description of the Workbook

Instructions: Any specific instructions for using the Workbook document.

Once you're done adding information select 'create resource'. The resource will then be saved directly to the Workbook resource website.

File >> Export allows you to export a page or the entire Workbook, as a series of images or a pdf. There are three main steps involved.
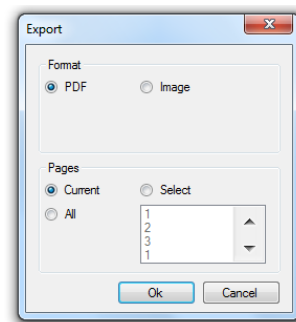
- o Choose if you want to export the document as a pdf file or an image.
- o Selects the pages you wish to export:
  - Current – current page being worked on,
  - All – the whole Workbook document,
  - Select – a range of selected pages are chosen and exported.
- o Save the document within a chosen file. For PDFs, select the location and name of the document. For images choose a file to save in. The document is saved using the Workbook file name.

File >> Print prints the Workbook file.

File >> Send to allows you to email the file as a Workbook file or PDF.

File >> Exit closes the Workbook file.

7.2. The Edit menu

Basic functions and operations that can be undertaken on an object.

File >> Undo: Undoes your last action.

File >> Redo: Reverses your undone action.

File >> Clone: Makes a copy of a selected object.

File >> Cut: Deletes a selected object from the canvas and makes it available to paste - you must select an object on the canvas first.

File >> Copy: Copies the selected object(s) from the canvas and makes them available to paste – you must select an object on the canvas first.

File >> Pate: Pastes copied objects onto the canvas.

File >> Delete: Deletes a selected object from the canvas - you must select an object on the canvas first.

File >> Collapse figures: Refer to connectors in the Mode select toolbar.

File >> Un-Collapse figures: Refer to connectors in the Mode select toolbar.

File >> Select All: Selects all objects on your current canvas - this will only work if you select the cursor (refer to the mode select toolbar section) first.

File >> Clear Page: Wipes the current workbook canvas clear of all objects

File >> Delete Page: Deletes the Workbook canvas you are working on - you must select the page you wish to delete from the page navigation bar (refer to the working with pages in your workbook section).

7.3. The View menu

Change the appearance of your Workbook to better suit your work.
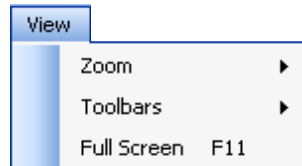
View>>Zoom determines how large the page appears on your screen. Use this in combination with Format>>Page Size, to control how large your objects are on the pages.
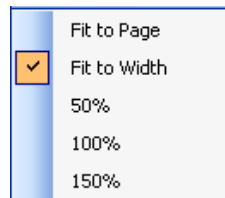
> User Hint: Most users prefer to set Zoom to "Page Width" to maximise usable area.

View>>Toolbars determines which toolbars you want to have visible on the screen. A toolbar that has a tick next to its name indicates that the toolbar is turned on. To turn a toolbar's visibility off or on, highlight and click the desired toolbar.
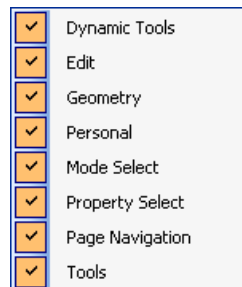
View>>Full Screen provides the user with the ability to enter into full screen mode (refer to the 'tools toolbar' section).

7.4. The Insert menu

Insert images, Flash items, video or audio, a new page, or an attachment into your Workbook.
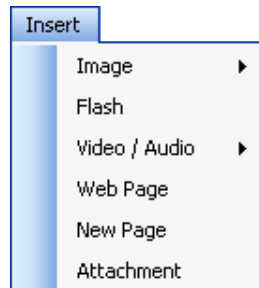
Insert>>Image provides the user with the ability to search for images from either their own computer or the Workbook web search tool and paste those images directly onto their current page.
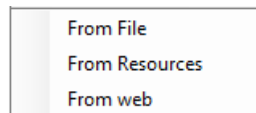
✧ **From File:** permits the user to browse to any location on their computer, network, select an image file, and import this image into the Workbook.

✧ **From Resources:** Opens Workbook resource folder

✧ **From Web:** Initiates the 'Search for media' feature (refer to 'The dynamics tools toolbar' section).

Insert>>Flash permits you to browse to any location on your computer or network, select a Flash (swf) file, and import it as an active object.

Insert>>Video / Audio permits you to elect a multimedia file, and import this onto the Workbook canvas. Multimedia inserted onto the canvas in this way will display within the multimedia frame allowing you to pause, fast-forward, stop, rewind and play the object at will.
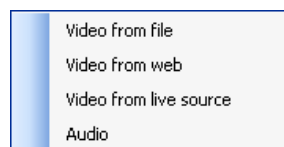
✧ **Video from file:** Search your computer for a video file

✧ **Video from web:** Search for a video file using the Search for Media function (refer to 'The dynamics tools toolbar' section)

✧ **Video from live source:** Opens up the live feed tool (refer to 'The dynamics tools toolbar' section)

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✧ **Audio:** Search your computer for an audio file

Insert>>Web Page places a web form onto the canvas (refer to 'The dynamics tools toolbar' section)

Insert>>New Page inserts a new page into your Workbook

Insert>>Attachment opens up a search folder from which you can search for files to attach to your attachment list.

An Unused attachment widow will appear when saving or exiting a Workbook file. If an attachment is inserted into the file, but not onto a page or attached to an object, then it will appear in the window. If the user wishes to save the attachments then they 'uncheck' the tick box and click **'OK'**.
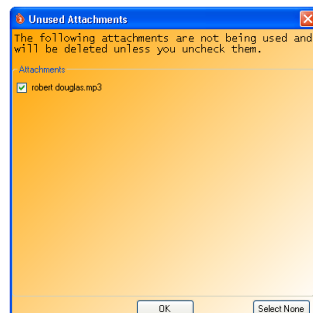
7.5. The Format menu

Supports functions such as layering and grouping of objects, which are also available from the Object select drop down menu in the Workbook.
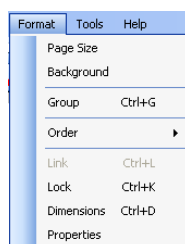
Format>>Page Size is where you can determine the actual size of your Workbook pages. Choose between A4, A5, Letter, and a custom setting.

Format>>Background allows the page background to be changed. This is also accessible from the page menu and via a right click on the canvas.

Format>>Group, Order, Link, Lock, Dimensions, Properties – Refer to 'Workbook layout'.

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7.6. The Tools menu

Provides access to two specialist tools, each of which are also available via icons from the Tools toolbar.
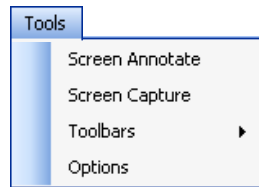
Tools>>Screen Annotate permits you to annotate over applications outside of Workbook (refer to the 'Edit tools' toolbar).

Tools>>Screen Capture provides the ability to take a screenshot, inside or outside of Workbook, and copy an image back into your Workbook (refer to the 'Edit tools' toolbar).

Tools>>Toolbars allows users to return toolbar settings to one of two factory defaults.
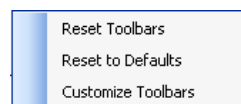
✧ **Reset to Defaults:** Resets the toolbar's positions to the factory default.
✧ **Customize Toolbars:** Create/Delete a customizable toolbar (refer to the 'customizable toolbar' section).

Tools>> Options provides users with a range of technical options. Use the tabs along the top to switch between pages.

Global

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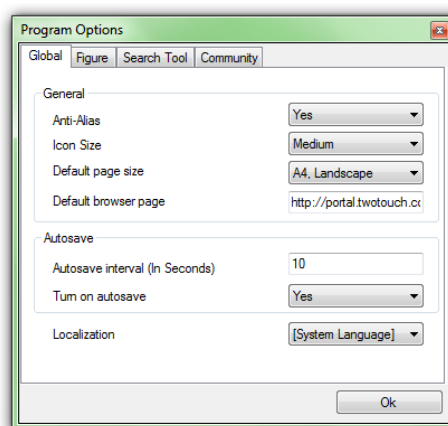
General

✧ **Anti-alias:** Reduces the jagged edges around objects created on the Workbook canvas. Select "Yes" (turn on) or "No" (turn off) in the drop down menu.

✧ **Icon Size:** Users can adjust the size of the toolbar icons. Three sizes are available: Small (classic Workbook size) Medium, and Large. To adjust, double click on the current Value and select the size from the drop down menu.

✧ **Default page size:** Select the default size of all new pages created. To adjust, double click on the value and select the size from the drop down menu. Users select the page size (A4, A5, letter, or custom) and the page layout (portrait, landscape).

✧ **Default Browser page:** Select the default browser page that first appears when using the Workbook web browser (refer to the 'dynamics tools toolbar')

Autosave

✧ **Autosave interval:** Refers to the time gap between autosaves

✧ **Turn on Autosave:** turns the autosave feature on or off. Turning off autosave (No) is useful when you don't want the regular autosave function to slow down Workbooks performance; of course you then run the risk of losing new data should there be a malfunction during the session.

Localization

✧ **Localization:** Refers to the language Workbook menus will appear in.
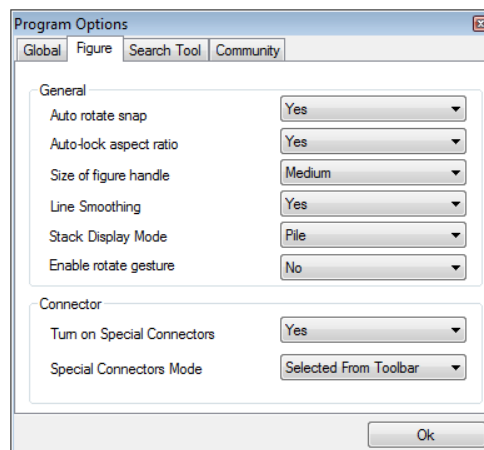
Figure

General

✧ **Auto-rotate snap:** When rotating an object it will 'snap' into place upon completion of every 90 degree turn. Select "Yes" (turn on) or "No" (turn off) in the drop down menu.

✧ **Auto-lock aspect ratio:** Locks the aspect ratio for objects placed onto the canvas. Select "Yes" (turn on) or "No" (turn off) in the drop down menu. To break the objects lock refer to working with 'objects on the canvas section'.

✧ **Size of figure handle:** Users can adjust the size of the handles that surround a selected object (refer to working with 'objects on the canvas section'). Users may wish to increase the size of the handles to make handles easier to use on an IWB.

✧ **Line smoothing:** Increases line drawing performance

✧ **Stack display mode:** Refers to the way objects are initially stacked when using the 'object stacking tool'   (refer to working with 'objects on the canvas section'). By selecting 'Pile' the objects appear are stacked directly on top of each other and only the top object visible. By selecting 'cascade' the objects are stacked on top of each other, with all objects visible.

✧ **Enable rotate gesture:** Enable/disable the multi-touch rotate gesture.

Connector

✧ **Turn on special connectors:** Turns special connectors on or off. By turning on special connectors every time the user draws a connector line (refer to the 'Mode select toolbar') from the object and releases it over an 'object free' section of the canvas a new object will appear at the end of the connector. That new object will be either: a replica of the parent object, or the last object selected using the

Workbook toolbars (you can choose which option is preferred by adjusting 'special connectors mode' – see below).

✧ **Special Connectors mode:** Select the object that appears when using special connectors. If the user selects 'selected from toolbar' then the last object type selected from the toolbars (eg. A green square) will appear at the end of the connector as the child. If 'from parent figure' is selected, then a replica of the parent figure will appear.
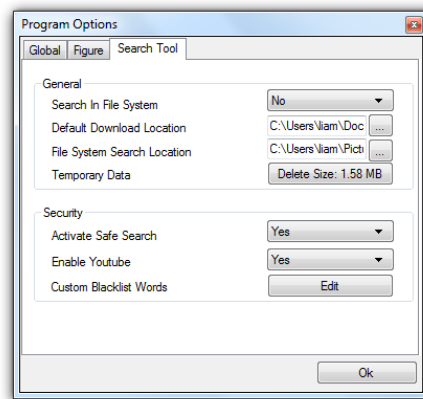
Search Tool

General

✧ **Search in file system:** Turn 'on' or 'off' the ability for tagged pictures, saved on the computer, to be searched for when using the 'search for media' tool (refer to the 'dynamic tools toolbar' section). Once 'yes' is selected the 'File System Search Location' bar appears below.

✧ **Default download location:** Determines the default location for images downloaded via the Search for Media tool (refer to the 'dynamic tools toolbar' section)

✧ **File System Search Location:** Select the file location for where searchable tagged images are to be stored on your computer.

✧ **Temporary Data:** Deletes cache data saved from use of the search tool.

✧ **Activate safe search:** Turns on or off the term filtering function used with the 'Search for media' tool.

✧ **Enable YouTube:** Determines if the Search for media tool (refer to the 'dynamic tools toolbar' section) provides media results from YouTube.

✧ **Custom words blacklist:** The search media tool contains a bank of words that are on our search blacklist – won't appear when you search for media files. You can add your own words to the list through this option.

Community
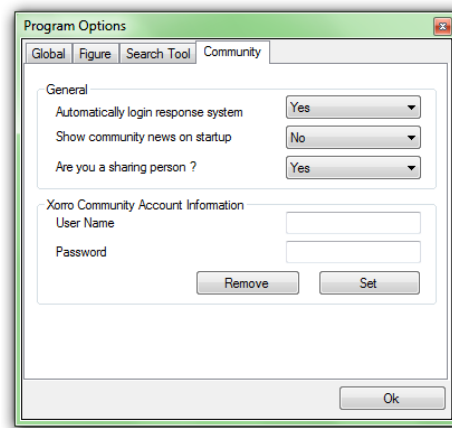
Provides a range of options for linking your Workbook experience with the resources website (http://resources.xorro.com/home).

General

✧ **Automatically login response system:** If you have a Xorro Q account then by selecting 'Yes' it will automatically log you in.

✧ **Show community news on startup:** Displays the latest Workbook community news upon opening your Workbook document.

✧ **Are you a sharing person?:** If you select 'Yes' then Workbook will ask you if you want to share your Workbook file on the community website every time you save it.

Xorro Community account information

Enter your community details to save you from logging in each time you wish to connect with the resources website. Enter in your user name and password for the Xorro community and click 'set'.

7.7. The Help Menu

Provides users with a range of support options
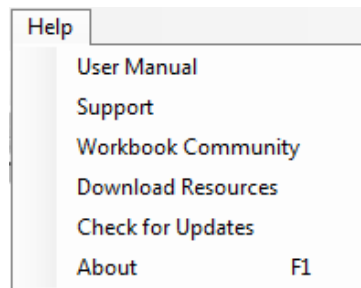
Help>>User Manual opens up the Workbook user guide that is stored in Workbook.
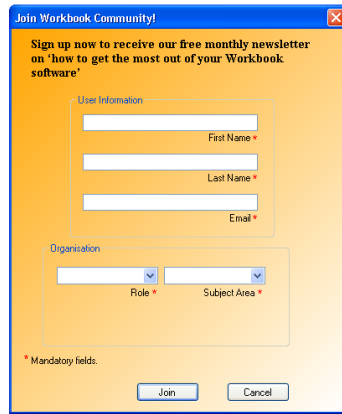
Help>>Support provides users with an email address to use if issues arrive.

✧ Report Bugs – If you experience an issue then you can use 'report bugs' to submit a report of what happened directly to Workbook designers. Once 'report bugs' is selected a 'Send a Bug Report' window appears. Simply enter in a description of the issue along with your email address (optional). Once the form has been filled out the user clicks 'submit'.
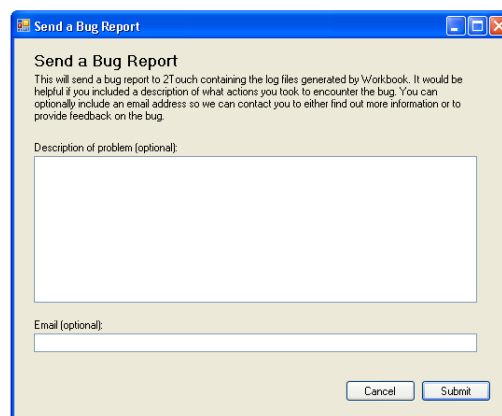
Help>>Workbook Community: Provides users with the ability to join the Workbook community. Once selected, the user will be presented with a form to fill out.

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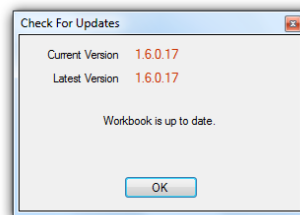
Workbook community users will receive a monthly email detailing innovative ways to use Workbook.

Help>>Download resources: Once selected Workbook will, begin to download a and save a range of clipart resources, for use within Workbook under the C:Drive.

Help>>Check for updates: Lets users know if a new Workbook download is available and download a download link. Check for updates require an internet connection.

Help>>About provides users with information regarding the current version of Workbook being used, coding information and licensing agreement details.

8. Workbook Toolbars

Your Workbook activities are managed using toolbars. There are several toolbars, each of which can be turned off or on and placed around the perimeter of the Workbook window.
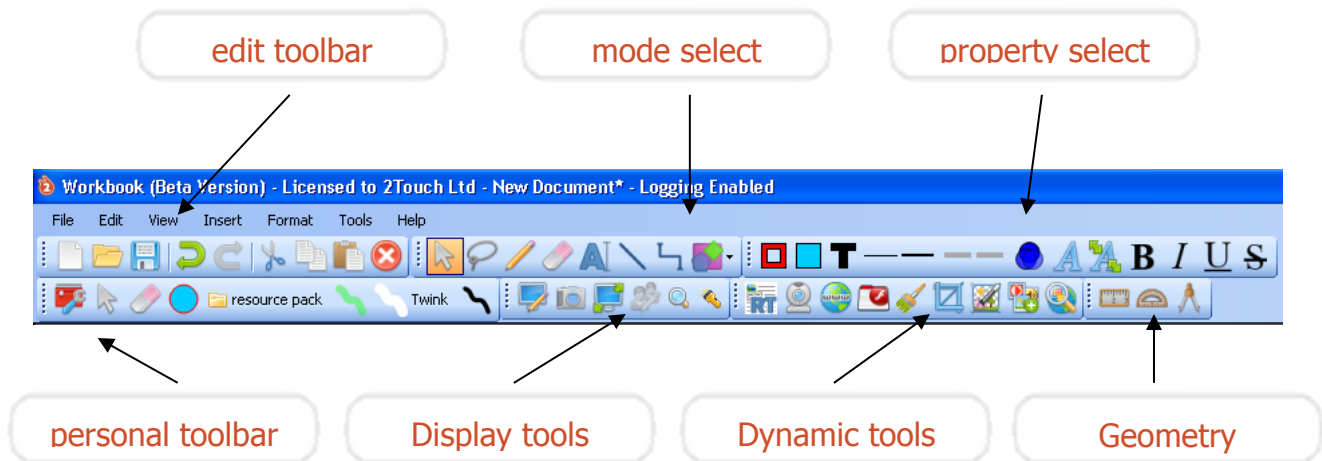
Toolbar locations - These toolbars can be relocated to any part of the perimeter of your Workbook, by clicking on the dotted line at the left of the toolbar (the toolbar's handle), dragging it to the selected location, then "dropping".   Toolbars can only be placed around the perimeter of the canvas.

> *User Hint: Many educators prefer to position their toolbars at the bottom of the Workbook screen, so that they do not distract students or so that they can be more easily accessed by students at the IWB.*

Hiding and retrieving toolbars Any toolbar can be hidden from view through the View>>Toolbars function. Just tick (show) or un-tick (hide) the relevant toolbars.
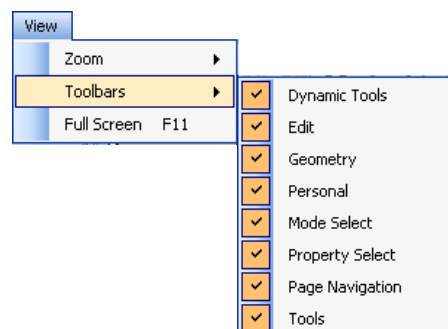
Workbook allows users to access the same functions through several different means, so users can safely customize their Workbook look-and-feel to suit their own preferences.

If you don't often use a toolbar, hide it! This will remove clutter from the area which you are sharing with the group.

As you become more comfortable with the Workbook, you'll learn which tools you like to use most. You would be well advised then to customize your own Personal Toolbar (refer to the 'customizable toolbar' section) with the exact lines, shapes, pens, links and resources, etc that you use day-to-day. This will allow you to remove other toolbars and optimize your shared working area.

Example of a Workbook Layout
The following is an example of one user's preferred Workbook space (see image, below):
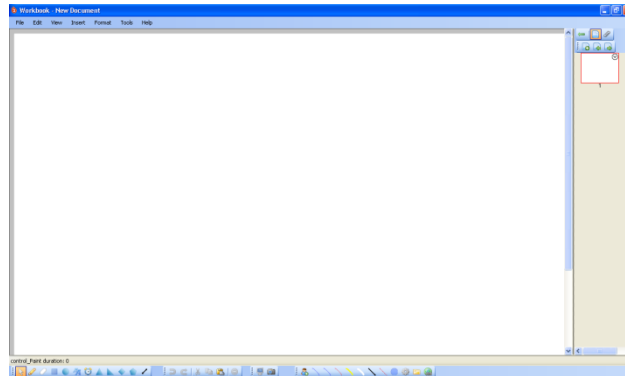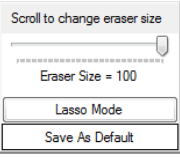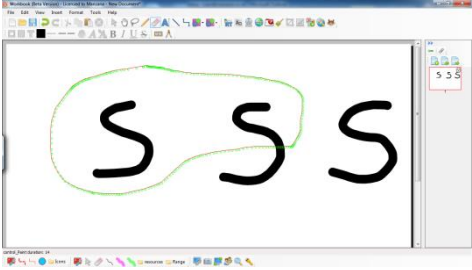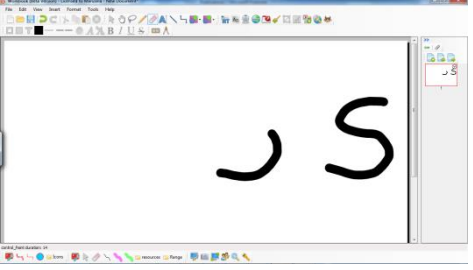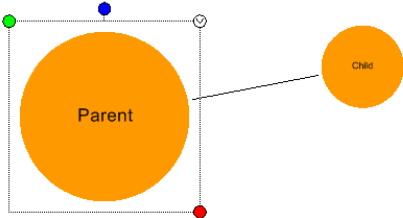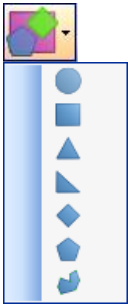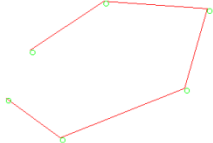
- The Properties toolbar is hidden from view (it is available automatically when the user indicates an object's property is to be edited);

- All toolbars are dragged to the foot of the working area;

- The Personal toolbar has been modified to include preferred tools.

- The Page Sorter at right, could also be retracted by pressing the Retract arrow above the page thumbnails.

- Icons have been set to small (refer to the 'format menu' section)

8.1 The Mode Select toolbar

|	
	Select tool - provides users with the ability to control all objects, menus, and buttons on the workbook page. Hold down and drag on the canvas to select objects.
	Pan tool – use to 'grab' the canvas and scroll up and down. Double click to exit.
	Lasso select – select objects on your canvas by dragging
	Basic Pen function - provides users with the ability to annotate over the workbook canvas. Once clicked, the page properties menu opens.
Scroll to change eraser size Eraser Size = 100 Lasso Mode Save As Default	**Eraser/rubber function** – Erase annotations and drawings from your canvas. Once clicked the eraser menu will appear. Use the scroll bar to change the size of the eraser. If you want to keep the chosen size select 'Save as default'. **Lasso Mode:** Is a different way of erasing objects from the canvas. Once you've selected it from the drop down menu, head to your canvas and begin to draw around a section of the canvas you would like objects deleted from. You'll notice a green line appear. Once you've finished creating your 'erase area' stop drawing and workbook will erase the objects within the area.
	Text – Provides you with the ability to position the start point for typing text onto your canvas
	Line – Create a line on the page (start point, end point, thickness, and colour are all editable). Simply click and drag.
	Connector - Workbook's in-built concept mapping function. Connector creates a line between two objects which is anchored at each end. When one of the objects is moved the connector line moves and resizes, whilst the second object remains in the same place. Connector enables both objects to remain connected regardless of movement. To work connector the user clicks in the middle of the first ('parent object') object and drags the connector line to the centre of the second ('child

object') object. Connector recognises the direction of the implied relationships between objects. Multiple objects can be joined to each other. The link line's properties can be changed by selecting the line and using the properties select toolbar.

You can also collapse objects in a parent to child fashion. Access an objects properties (refer to 'object menu' section) and choose *collapse figures* or *uncollapse figures.* Also, all parent objects, when selected, have a green circle (expand/collapse control on the upper left of the selected object) on their selection outline. Once clicked all the child objects connected to the parent object will collapse into the parent object. The circle will then go black. To uncollapse click the black circle.

Shapes – Opens up a list of the predesigned shapes all available for use on the workbook canvas.

Ellipse – Create ellipse (circle) shapes. Simply click on the canvas and drag.

Rectangle - Create rectangular shapes. Simply click on the canvas and drag.

Triangle – Create a triangle. Simply click on the canvas and drag.

Right Angle Triangle – Create a right angle triangle. Simply click on the canvas and drag.

Diamond – Create diamond shapes. Simply click on the canvas and drag.

Pentagon – Create a pentagon. Simply click on the canvas and drag.

	Custom Polygon - The custom polygon tool allows you to create your own shapes. To do this, select the icon, and click wherever you want the first corner (point). Click again at the next intended corner, and the first edge will be drawn for you. Keep clicking to make as many corners as you want. When you click again on your first point, the custom polygon will be "closed" and filled with the properties you selected.
	Stamps – Opens up a range of usable stamps for your Workbook canvas. Simply select the stamp you wish to use and click on the canvas.

Properties Preview Window - Immediately after selecting the pen, line or various shape creation icons the properties preview window will appear below.
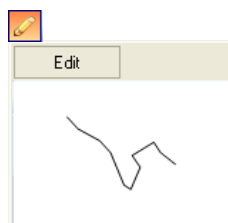
The object within the box is a preview of what the selected icon will look like when applied to the canvas (properties wise). To change the properties click on the edit icon at the top of the preview box. This will activate the relevant properties in the Tool Edit menu.
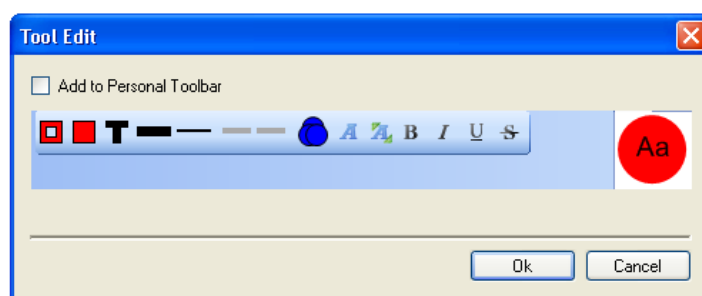
Once you've selected the properties that you wish to use you can add the object to your customizable toolbar by ticking the box next to 'Add to Personal Toolbar'. Then select 'OK' to begin using the object.

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8.2. The Property Select Toolbar

An interface for determining the properties of any object.

■	**Stroke –** Changes the colour of: pen, lines, shape outlines.
□	**Fill –** Changes the inside colour of a shape as well as the colour of text.
T	**Fill Label –** Changes the colour of any text that is placed within an object.
▬	**Stroke width (First line on left) –** Alters the thickness of lines, and outlines of shapes.
▬	**Stroke style (Second line from the left) –** Alters the style of lines, and outlines of shapes.
▬	**Start marker (third line from the left) –** Alters the appearance of the start point for a line.
➡	**End marker (fourth line from the left) –** Alters the appearance of the end point for a line (ideal for creating arrows).
●	**Transparency –** Alters the transparency of an object.
A	**Font –** Change the font style (font, colour, etc) of the selected text.
A	**Font size –** Alter the size of the selected font.
B	**Bold –** Makes the selected text bold.
I	**Italic –** Turns the selected text into italics.
U̲	**Underline –** Underlines the selected text.
S̶	**Strikethrough –** Puts a strikethrough line through the selected text.

Selecting colour – Upon selecting **Fill, Fill label, or Stroke** you'll be given the opportunity to select a colour from a drop down menu of 40. If you wish to select a different colour click 'more' and you'll be provided with a colour wheel (see below).

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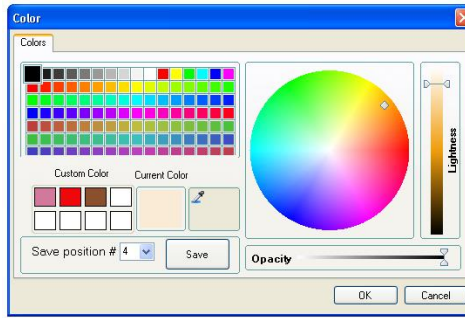
Using the colour wheel users select their desired colour. If you wish to make the colour darker or lighter then use the 'Lightness' slider on the right.

Once you have the colour you want you can save it to your custom colour list by selecting a save position (bottom left) and clicking save, or, you can simply click 'OK' to apply the colour to the current or future object.

The available properties will differ depending on the type of tool selected. Once properties have been set for a tool, these will be "remembered" for the next time that tool is selected from the Mode Select Toolbar.

The Properties Toolbar can also be used to edit the properties of any object selected on the Workbook page. It can be accessed by right clicking (or selecting the Context menu of) the object on the canvas, and selecting "Properties".

8.3. The Edit Toolbar

		Open **a new Workbook file**
		Open **an existing Workbook file**
		Save **the current Workbook file**
		Undo **your last action**
		Redo **undone action**
		Cut selected object(s) from the page
		Copy selected object(s)
		Paste copied/cut objects
		Delete selected object

8.4. The Tools Toolbar
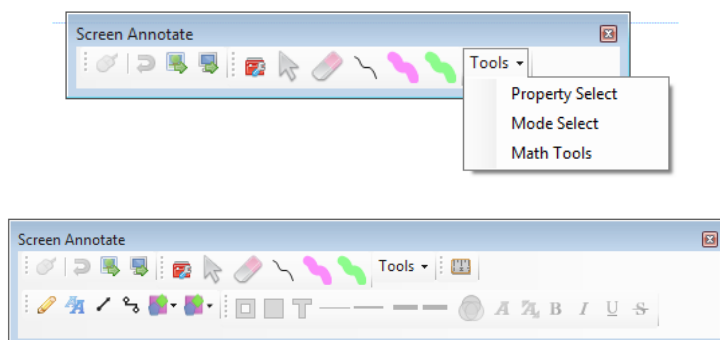

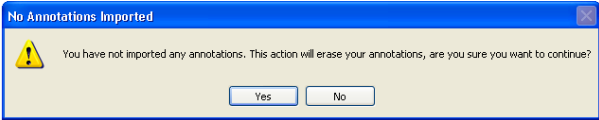|	
	Screen Annotate – Screen annotate provides users with the ability to annotate over any program outside of Workbook. When launching Annotate mode, the Workbook is hidden and you will be returned to your desktop (or whatever other window(s) is open and maximised). The Screen Annotate toolbar will appear along with your custom toolbar functions (refer to the 'dynamic tools' toolbar section):
	Users can navigate around their computer by using the mouse mode (mouse icon). Once a tool from the toolbar is selected a transparent layer covers the screen so that users can annotate over the top of the application. The Screen Annotate toolbar will provide you with a range of options from Workbook which you can employ at any time. You can add to the range of tools available to you by clicking on *Tools* and selecting either one (or both) of the available extra toolbars. You can choose to add the Property select toolbar, the mode select toolbar or the Maths tools. Users can manipulate annotations by using the 'select' icon (refer to the 'mode select toolbar' section) from the custom toolbar; this will allow them to manipulate objects on the transparency, eg size etc..
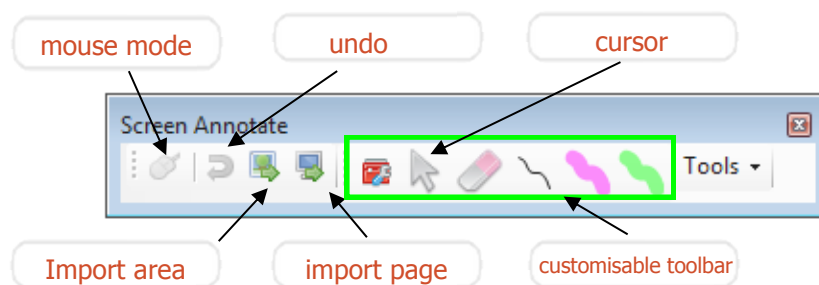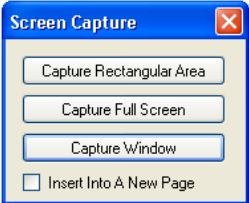
To save an annotation, users can "capture" a screen shot of it. This screenshot is sent back to a Workbook page.

There are two screen capture options:
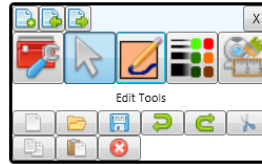
Import area as Image: Allows users to select a rectangular area to capture. Simply click and drag across the area you wish to capture, a dotted box will begin to form around the area of the capture square.

Import screen as Page: Takes a snapshot of the whole screen and imports it back into your Workbook.

Moving on to a new screen: Once users have annotated (eg drawn ink) onto the screen, they can then select the mouse icon to access the window "under" the transparency and start a new annotation. This action will result in the current annotation being exited.

If the previous annotation was captured then screen annotate will enter into mouse mode instantly. But, if the annotation was not captured then the user will be asked if they wish to continue or not.

If the user selects 'Yes' then screen annotate will revert back to mouse mode control. If the user selects 'No' then screen annotate will resume on the same annotation, allowing the user to save it before exiting.

To return to Workbook, close the Annotation toolbar using the close button on the top right corner of the toolbar. Again, if users haven't captured their annotation they will be confronted with the window asking if they wish to continue. If they click 'Yes' screen annotate will be exited and Workbook re-launched.

Screen capture – allows you to take snapshots of parts or all of your computer screen, automatically saving them to your Workbook file. Once screen capture is clicked it will launch the screen capture menu.

You will still have full control over your computer, enabling you to
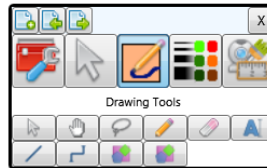
49

		choose which windows you want to capture.
50		There are three ways of capturing snapshots: **Capture Rectangular Area:** click and drag across a specific area you wish to capture. **Capture Full Screen:** Captures the complete screen **Capture Window:** Captures just a single program window (e.g. just word, just the picture file) The Snapshot Tools can be used within or outside of the Workbook, to select an area or Window, and "capture" a screen shot of this into the current Workbook page All screen captures are sent directly onto your current workbook page - unless you tick the box next to *Insert Into A New Page* on the screen capture menu, this results in every screen capture appearing on a new page. To exit screen capture click on the exit button on the top left hand corner of the screen capture menu.
	  	Full Screen mode – Gives you the opportunity to turn your workbook into an editable slideshow, maximizing the canvas and eliminating excess menus. Once clicked, al l toolbars, page navigation menus and page menus will disappear and the canvas will now take up the whole screen. In the top left hand corner the full screen mode toolbar will pop up. The menu contains page navigation tools and five toolbar buttons that open up distinct toolbars containing various tools for interacting with your page. To access a toolbar simply click on the icon and a menu of tools will drop below. Personal Toolbar: The personal toolbar's tools reflect the tools in your personal toolbar (refer to the 'customizable toolbar' section).

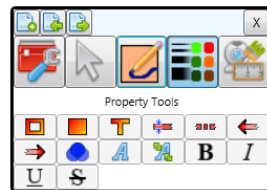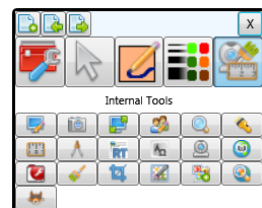|	
	Edit Tools: The Edit tools toolbar contains all the tools from the Edit toolbar (refer to the 'file menu' section).
	Drawing Tools: The drawing tools toolbar contains tools from the Mode select toolbar (refer to the 'Mode select' toolbar section).
	Property Tools: Contains a variety of tools from the rich text box and the property select toolbar.
	Internal Tools: Contains a range of tools from the Tools toolbar, Geometry toolbar, and Dynamic Tools toolbar. To close a toolbar click on the icon again. To exit Full Screen Mode and return to normal view, click on the cross button on the top right hand corner.

Workbook's Multi-User Mode ("MUM")

If your computer is running Windows 7, and is connected to a 2Touch 2150 model IWB, you will be able to enjoy Workbook's Multi User Mode ("MUM").

MultiUser Mode ("MUM") provides a collaborative arena in which two users can simultaneously interact with items on the Workbook canvas, annotate or draw, and type text separately.

MUM supports multi-touch gestures, allowing users to scale items on the canvas using "pinch" gestures (bringing two touches on the object closer or further apart. Items can be rotated by placing one touch on the object to determine the centre of rotation, and then dragging with another touch on the object in the direction of rotation.
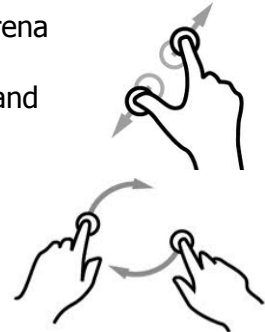
To start, consider a simple Workbook canvas with several images and several text objects, as at below left. Pressing the Multi User icon transforms this canvas into the Multi User Mode (shown below, at right).
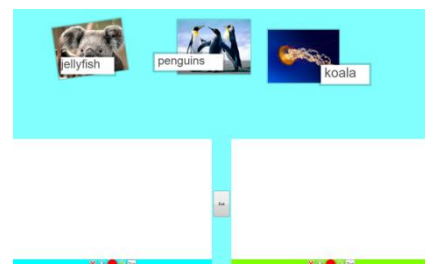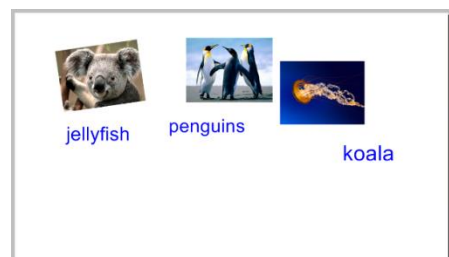
In Multi User Mode, The canvas is recreated in a "shared zone" shaded blue, below which are two separate user zones (shaded white). The two users each have their own individual canvas into which they can drag the elements from the shared zone. Elements can include text, drawings, shapes, images, and even multimedia items such as video or audio.

In addition, a simple toolbar allows each user to perform basic tasks independently of the other user.

53	Pressing the Text button in the user toolbar invokes a personal keyboard which can be used to type a text string into that user's canvas. The text strings can be moved and resized, and also placed into the shared zone.

Note that the keyboard types one string; to type another text string, the Text button must be pressed twice, to close and re-start the keyboard.

To annotate, press the arrow button to convert it into a pen.

The colour of the pen can be changed by pressing the coloured circle to the right of the pen button, and dragging upwards to expose the colour wheel. Then continue the drag to select the desired colour for the pen.

Each user can select items (ink, text, images, videos etc) from the Shared zone above (shaded blue), and drag these into the user's canvas. Users can use multi-touch gestures to scale and rotate the items. Users can then add ink and type text onto their canvas. Items from the user's canvas can be dragged to the shared zone.

The two users can work in different colours (eg red and blue, below), or can also be performing different activities (for example, one annotating or drawing while another is typing text).
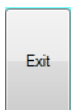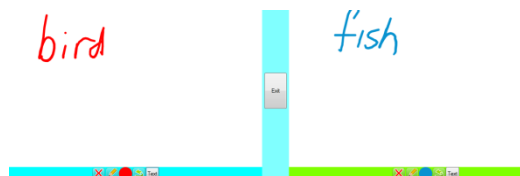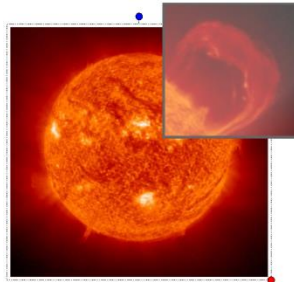
 |
| | When the Multi User activity is over, Multi User Mode is closed by pressing the Exit button (between the two user zones). This will restore the single user Workbook canvas, preserving the individual user contributions on this.
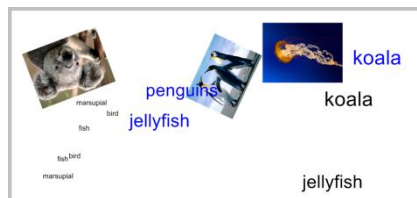
 |

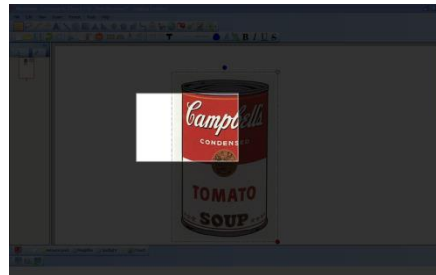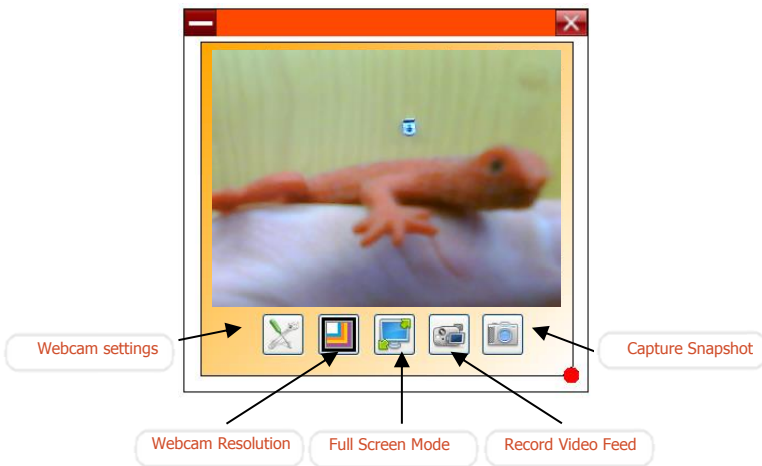|	
	Magnifier provides users with the ability magnify portions of their screen. Clicking the magnifier icon will engage the magnifier. To move the magnifier, click and drag on any part of the magnifier's square and navigate it around the screen. Close Magnifier: Right click on the Magnifying window.
              Opacity ▶ Speed ▶ Reset Exit	**Spotlight** - is a tool designed to highlight one specific area of the screen. Once a user clicks on the spotlight icon the screen goes black, apart from one square patch (the spotlight viewer) which exposes the Workbook canvas behind it. Note: You will still be able to edit and move objects that are inside of the spotlight square. To move the spotlight viewer around the page, place the cursor on a blacked out area. Now, move the cursor in the direction you wish the spotlight square to move. Continue to move the cursor in the direction you wish the tool to go. Note: The movement of the spotlight square may take some getting use to – but it does allow you to control the square from anywhere on the screen (making life easier for interactive whiteboards). To adjust the size of the 'Spotlight viewer' move the cursor to the edge of the viewer's frame. The cursor will now change its appearance to resemble an arrow with an arrow head on each side. By right clicking on the blacked out area of the screen users can engage the Spotlight menu.

	Opacity: Choose the transparency level of the 'blacked out' background colour that surrounds the spotlight viewer window. The scale starts at 10% (most transparent background) and goes up to 100% (completely blacked out). Speed: Alter the speed with which the spotlight viewer responds to cursor movements. Reset: Moves the spotlight viewer back to the center of the screen. Exit: Will exit out the spotlight tool.

8.5 The Dynamic Tools Toolbar

	Live Video Feed – For use with computers that have a live video feed currently running through it (e.g. web cam, document camera). To use the live video feed ensure that a video capture device is plugged into the user's computer. Click on the 'live video feed' icon. The user is then be prompted to select which input device they wish to capture their video on. A Workbook video frame will now open up with the live feed screening in the middle. Along the bottom of the video frame are five buttons: Webcam settings, Web cam resolution, Full screen mode, Record video feed, Capture Snapshot.

✧ **Webcam Settings:** general options for using the live feed. When clicked you get the choice of three tabs: VideoProcAmp, Camera Control, and Capture Source:
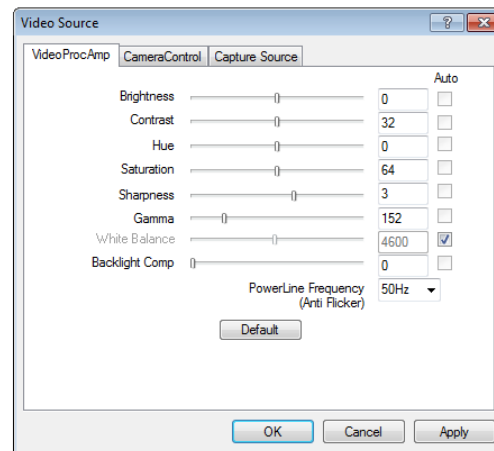
VideoProcAmp:

> **Brightness:** Adjusts the 'black' levels
> **Contrast:** Adjusts the 'white' levels
> **Hue:** Alter the light frequency in the colour
> **Saturation:** Adjusts the vividness of colour
> **Sharpness:** Alters the clarity of the image
> **Gamma:** Makes the image darker or lighter
> **White balance**: Alters the photo so that objects appear whiter
> **Backlight comp:** Increase the exposure
> **Power line frequency**: (Anti Flicker)
> - Select your regionally defined Mains frequency to ensure that you eliminate excess flicker on the feed.

If you select the 'Auto' box next to an option the camera will automatically adjust to an 'ideal' setting.
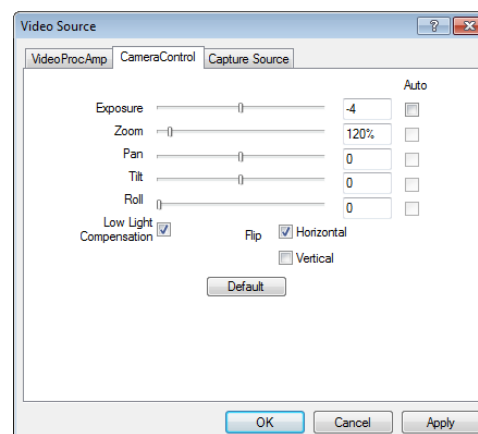
Camera Control:

> **Exposure:** Alter the amount of light let into the camera

Zoom: Zoom the webcam in and out.
Pan: Pan the camera left or right.
**Tilt:** Tilt the camera up or down
Flip:
- Horizontal – Horizontally flips the live feed
- Vertical – Vertically flips the live feed
Roll: Rolls the camera 90 degrees
Low Light Compensation: Camera adjusts for low light levels
Default: Resets the settings to the default level.

If you select the 'Auto' box next to an option the camera will automatically adjust to an 'ideal' setting.
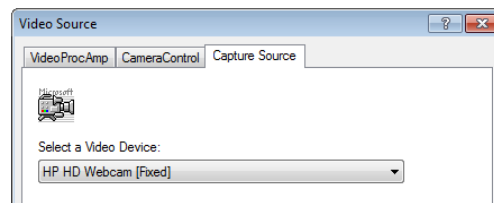
Capture Source:

Select the device from which you wish to capture the live feed from. Use the drop down menu to view and select the source.
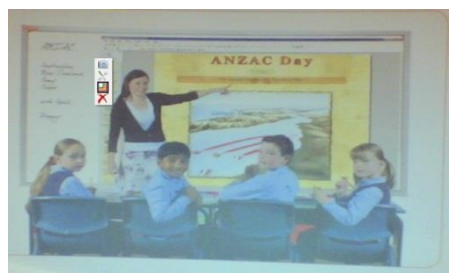
✧ **Webcam Resolution:**

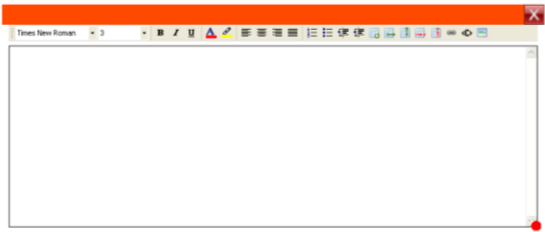Users can edit the size of the video they wish to capture.
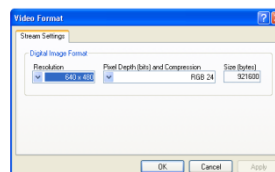
By changing the resolution size (left hand drop down menu) users can determine the quality of the live feed and any subsequent recording.
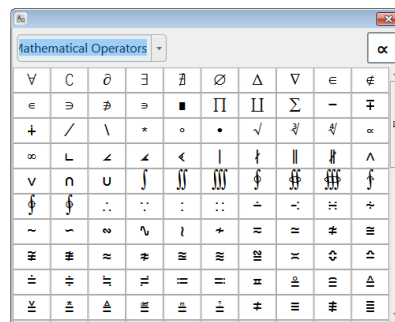
✧ **Full Screen Mode**

Turns the live feed into the dominate/only object on the screen. When in full screen mode when you right click on the video you're given a range of options.

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	The menu contains: capture snapshot, web cam settings, webcam resolution and a close button. ✧ **Record Live Feed** Once this mode is engaged Workbook begins to record the live feed. Once the recording has finished click the 'export video feed' (a film icon that replaces the 'record video feed' icon). After a loading sequence the recording will appear on the Workbook canvas as an "active object" within the multimedia window. The recording is also stored in the attachments list and can be saved onto your computer from there. ✧ **Capture:** Whilst the live feed is engaged use the capture tool to take snapshots of the feed. Once you click the capture button, an image of the current feed is placed on the top left hand side of your workbook canvas. You can continue to take as many captures of the feed as you wish. **Using Multiple Live Feeds** Workbook provides users with the ability to engage more than one live feed on your Workbook canvas (e.g. 2 web cams). To do so, open up the first live feed. Then open up another live feed (simply click the icon again), head to 'web cam settings' and select the second live feed device.
	Rich Text Box - The Rich text box is ideal for text input. Once clicked, the Rich text box appears in front of the Workbook page and provides the user with a blank box from which they can input text. The Rich Text box provides the user with a range of tools for adjusting the text size, style, colour, formation, with the advantage of being able to edit parts of the text – rather than the whole lot. Once the text has been inputted and edited click on the red cross (top right-hand corner). To re-edit text, double click (tap) on the text.
	Insert Link: Insert a link to a web address. Highlight a piece of text that you wish to attach the link too. Click on the 'insert link' icon. Enter the link into the address.
	Edit Source HTML: Users are given the ability to input HTML code into the rich text box. By clicking on the 'edit source html' icon an HTML window opens. The window contains two boxes. The top box is where the HTMl code is inputted. Then lower box is a preview window for what the code will look like.

View mode: Preview what the text box content will look like.

Rich Text Box Tables - You can also add editable tables to your workbook page through the rich text box. To access the tables feature click table box will now appear:

Choose the amount of rows and columns you would like within the table (these are all editable once the table is created) and if you wish to have a thick black outline around the boxes. Once you choose 'OK' the editable table will now appear in your rich text box. You're able to input text into the table, as well as alter the number of columns and rows.

Add a row (click on any square within the table then click the icon)

Add a column (click on any square within the table then click the icon)

Delete a row (click on any square within the table then click the icon)

Delete a column (click on any square within the table then click the icon)

Character Map – character map is an index window that contains a range of subject based character sets that can be used on the Workbook canvas.

Once the icon is clicked the index window will appear. Click on the 'select category' drop down menu. A drop down menu will now appear with the range of character sets available.

Select the character set you'd like to use.

As you hover over each individual character within the set that character will appear in the preview window in the top left hand side. To place the character onto the canvas click on the character. The window will now close and the character will be placed onto the canvas.

Web Browser - The Workbook web browser provides the user with a fully functioning web browser on their Workbook canvas. Upon clicking the icon a web browser will appear on the user's current page as an 'active object'. Users are greeted by a Workbook Web page that provides them with a range of search options and specific links.
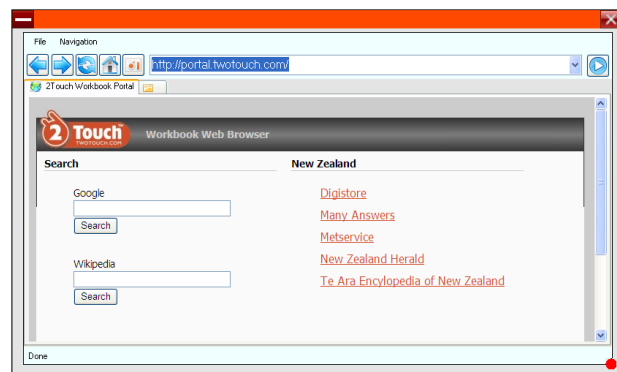
Go Back – Return to the previously viewed page

Go Forward – Undo 'go back'
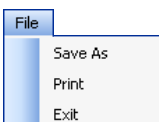
Refresh – Refresh the web page

Home page – Return to home page

Screen shot – Take a snapshot of the webpage – the will appear on your workbook canvas

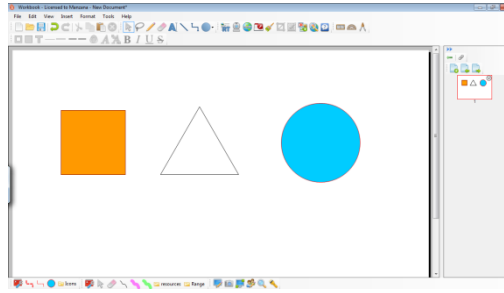**New Tab** – Creates a new tab within the Web browser

Along the top of the Web browser are two menus:

File Menu:

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	Save as: Saves the current webpage as a file on your computer. Print: Prints the current web browser page Exit: Closes the Workbook web browser **Navigation** New Tab: Opens a new tab in the web browser Reload Tab: Refreshes the front Tab Close Tab: Closes the front Tab – if only one tab is open then the browser will close **The Home page/2Touch portal** When you first open the Workbook browser you'll be taken to the 2Touch portal – a specially designed 2Touch web page. There are a number of features on this web page: **Google search:** type a search topic into the search bar and click 'Search'. The user is then taken to a Google page listing the results of their search. **Wikipedia search:** type a search topic into the search bar and click 'Search'. The user is then taken to a Wikipedia page relating to the searched topic. To access a web page, click on the white address bar located along the top of the page and type the desired URL address in and click 'GO'. To return to a previous page click 'Back', likewise, to return to a previous page visited before 'Back' was clicked, click 'Forward'. To copy text or images from the web browser onto your Workbook canvas, drag the image, or select and drag the text, onto an open space of the Workbook page. Note that hyperlinked images (ones that when clicked link to a different page) will not drag and drop onto the canvas, instead it will display the hyperlink address. In such a case, right click a hyperlinked image and select copy, then paste in onto the canvas. You may choose to use the capture tool to select and capture a section of the browser (for capture refer to the 'Tools' toolbar section).
	Activity - provides access to a range of customisable activities that are bundled within Workbook. Once selected a folder will appear containing a range of their custom flash activities. To run any of the files, double click on the file. The flash file appears on the page as an 'active object'.
	Format Painter - provides users with the ability to select an object on their Workbook canvas, save the stroke colour, fill colour and fill label colour from that object and then manipulate the colour of other objects on the page to match the initially selected object. To use format painter the user creates an object (initial object) on their Workbook page (pen, line, shape etc..) with a colour/properties scheme that they wish to replicate on other objects.

The user selects the object (with the properties that wish to replicate) using the select tool (refer to the 'Mode select' toolbar) and then clicks on the format painter tool icon.

When the cursor is dragged across another object on the canvas it will change into the paint brush icon.

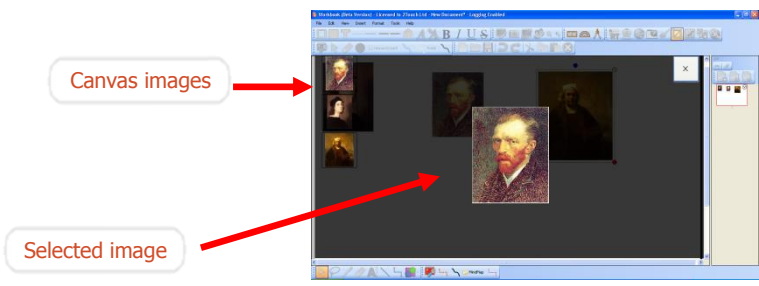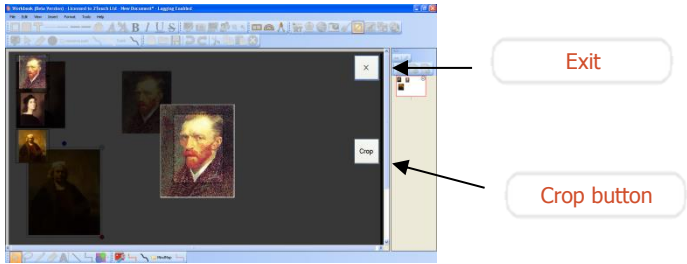The user can now click on the object and its colour scheme will change to that of the initial object.
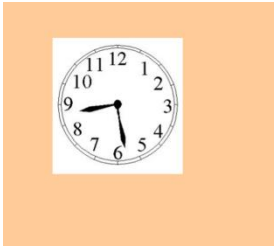

Note: If you double click on the 'format painter icon' the colour scheme can be used on multiple objects. If the user only clicks once on the icon, then the colour settings will only last for one object.

Cropping tool.

The Workbook cropping tool provides users with the ability to take an image on the Workbook canvas, select a rectangular area within that image and delete the unselected area.

To use the cropping tool click on the 'cropping tool' icon, located in the 'dynamic tools' toolbar. Once the icon is clicked the workbook canvas will then become partly blacked out. Along the left hand side of the canvas (over the blacked out area) a list of the images currently on the Workbook page will appear.
Select the image you wish to crop. It will now appear in the middle of the screen.

Canvas images

Selected image

To crop the image, click and drag across the main image, creating a square area that you wish to keep. Once you've selected the 'keep area' release from the drag motion.

Exit

Crop button

A 'crop' button will appear in the right hand corner. Once you click this button the 'keep area' of the image will remain whilst the unselected areas will be cut from the image. The image in the centre of the screen will now show the cropped image.

Once you're done cropping images on the canvas click the cross in the top right hand corner. Workbook will now exit out of 'crop mode' and return you back to the workbook canvas, where the cropped image(s) will be.

Transparency Tool -

Workbook's Transparency Tool provides a way of easily and quickly eliminating colour or boundary effects from inserted images.

Often, inserting an image into Workbook brings with it unwanted elements such as a border, or a background. As a result, the imported item does not integrate well with other items on the canvas. The simple example shown at right is that of a clock face inserted in this case onto a canvas with a coloured background.

The result would be improved if the white square background of the clock face image, could be removed to yield either :

    A. all white of the clock face so that the numbers and clock hands and outline appear directly on the coloured canvas, or
    B. the clock face retains its white background but the white background of the square image is removed so that the round clock appears to float directly on the canvas
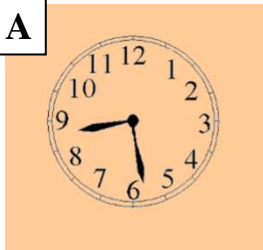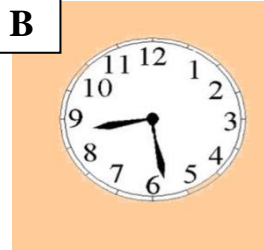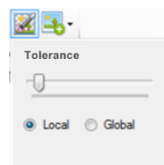
Upon pressing Workbook's Transparency Tool icon, a dialog window opens momentarily to permit the user to adjust the sensitivity of the tool, and to choose whether a "Global" or a "Local" application of the transparency is wanted.

Applying transparency to an image using "Local" means that colours adjacent or connected to the colour at the position selected, will be made transparent.

Applying transparency to an image using "Global" means that the colour at the selected location will be made transparent, anywhere in the image (ie not necessarily adjacent to or connected to the selection location).

The Tolerance scrollbar permits the user to determine how sensitive the transparency application should be. At the extreme left end of the scrollbar, only colours very close to that at the selection point, will be made transparent. As the scrollbar is moved to the right, a wider tolerance of colours may be made transparent.

On moving the mouse away, the cursor will now change to a wand with a red cross on it while hovering over an area (eg the canvas) to which no transparency can be applied.

Once the cursor hovers over an area to which transparencies might be applied, the cursor changes to an "active" wand (no cross).

By clicking (or touching) the item (eg image), the colour at the touch point will be made transparent, as well as either adjacent and connected colours (in the case of "local" applications), or all other locations using that colour on the image (in the case of "global" application of transparency).

Examples:
The diagram below left is acquired from a web site and pasted onto the canvas. The user wants to eliminate the white background in the diagram. To this, user presses the Transparency Tool; selects "local", moves the cursor over the white area on the diagram, and clicks (or touches). The result is that the white background is eliminated (right).

Notice that the white areas on the buttons of the cellphone, or the rim of the wi-fi phone, have not been made transparent. This would have

happened had the user selected "global" instead of "local", as all cases of white on the image would have been made transparent, and not just white areas connected to the touched location.

Hints for use:
Experiment with the Tolerance scale for best results. Too low a tolerance and it will take a long time to achieve the desired result; too high and you will degrade parts of the image you want to preserve.

You may need to undo the Transparency effect (ctrl-z to undo) , and re-apply it with a changed Tolerance, or switching from Local to Global or vice versa, depending on the desired effect.

For best results, choose images with high contrast, and with clearly defined boundaries for the elements you want to preserve. When images involve many graduations of similar colours, it will be difficult to get good results from the Transparency tool. For example, consider the choice of the following two images of Stalin, the Russian dictator:
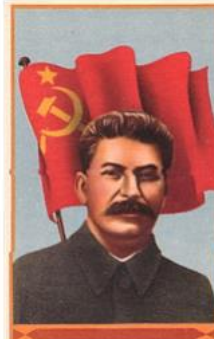
The image on the left features a range of similar tones which will prove more difficult to segregate than is the case with the stylised image on the right. In the case of the latter, simply clicking on the blue area with a moderate to high level of tolerance creates a very versatile end result. The orange frame around the perimeter may similarly be eliminated, to end with the image at right (rotated for emphasis) which is suitable to "float" over the canvas or to be incorporated with other images into a collage.
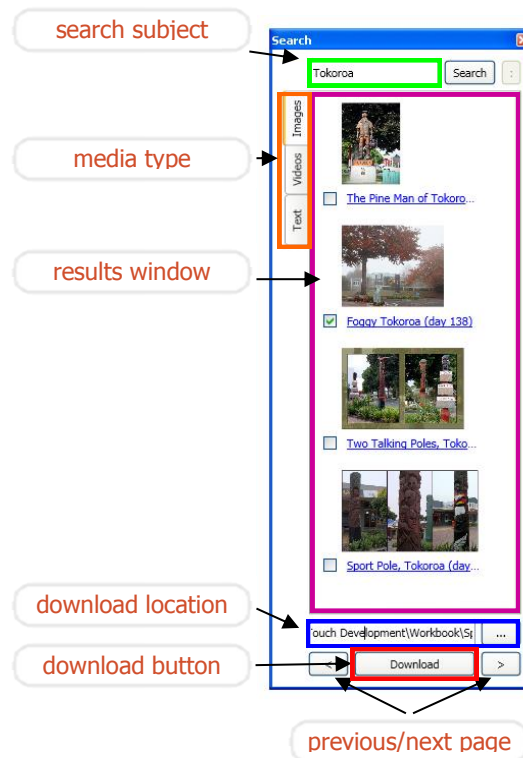
	Insert Media Opens a window for users to search their computer and input media onto their Workbook canvas. Users select the file they wish to insert and click 'open'.

Resource finder

Provides the user with the ability to search for images, video, and textual definitions on specific subjects from web databases.

search subject

media type

results window

download location

download button

previous/next page

Once clicked the resource finder search window appears.

Along the left hand side are three 'media type' search tabs: Text, Videos, and Images.

> Images: Searches a range of web based image sites for filtered images relating to the search topic.

> Videos: Searches a range of web based video sites for filtered videos relating to the search topic.

> Text: Searches an online dictionary for direct meanings of the subject.
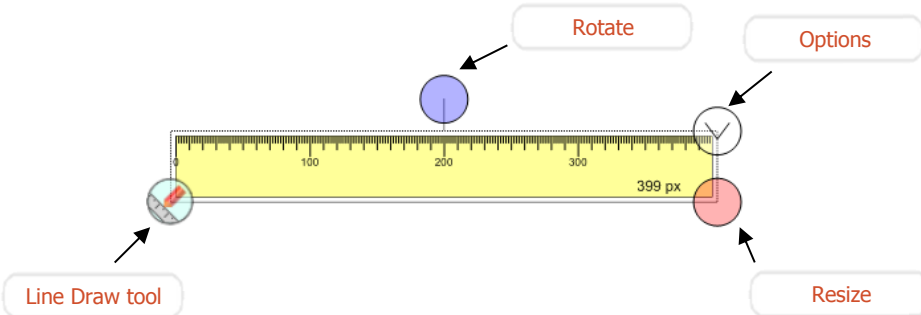
Along the top of the search window is the title bar. Once the type of multimedia has been selected, users input their search subject into the search bar along the top of the screen. Users can then click 'select' and initiate the search.

A range of search results will then appear in the search space. For image and video files a thumbnail will appear, along with a title, and a box to the left of the title. To insert a piece of media onto your canvas, click and drag either the thumbnail (for image and video) or the piece of text (for text) onto your canvas.
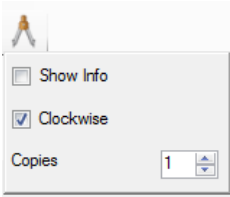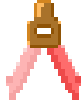
	To view another page of results click on the arrow icon on the bottom right hand side of the search box. To go back to the previous page of results click on the arrow icon on the bottom left hand side of the search box. **Downloading media:** Workbook search provides users with the ability to download and save files into folders on their computer (rather than straight onto t heir workbook canvas). Users can choose which folder they wish to download the file into by clicking on the 'dotted' icon at the bottom of the search window (next to the download location bar). Users then select a destination folder from the display window. Users then select the image(s) or video(s) they wish to download by ticking the boxes next to the images and clicking on the download button at the bottom of the screen. The selected media is then saved in the folder displayed in the 'download location' bar. To exit out of the search window click the red cross on the top right hand side of the search window.
	Xorro Q Responder – For further information on Xorro Q responder link refer to the Xorro Q section.

## 8.6 The Geometry Toolbar

	Opens **Workbook ruler.** The Workbook ruler will sit on top of your workbook canvas and the various object on it. The ruler can be moved around the canvas by clicking and dragging it. Use the select tool (refer to the 'Mode select' toolbar section) to access the various options. *Resize*: Drag the pink circle to increase or decrease the size of the ruler *Rotate:* Rotate the ruler around its axis *Options:*

	- Clone: Places a clone of the ruler onto the workbook canvas - Unit: Select the unit of measurement for the ruler; either pixels or centimeters. If cm is selected it will ask you to input the current length of the ruler in cm. - Order: Select where the ruler will sit on the page relative to other objects and the background. - Delete: Delete the ruler *Line Draw Tool :* By selecting the 'line draw' icon on the ruler you can now draw a line that follows along the top of the ruler. Once you close the ruler the line will remain on the page. Making the ruler transparent: The Workbook ruler can be made transparent by selecting the ruler once it's on your canvas and using the opacity tool (refer to the 'property select' toolbar section).
	Draw perfect circles with Workbook **compass.** ✧ By clicking on the compass you'll open up the Workbook compass menu (displayed on the right). The options in this will alter the way you use the compass tool. • **Show Info -** Displays the size of the radius and the angle of the drawing point from the start point within the circle when you're creating it. Tick the box to show the information. • **Clockwise –** Denotes the direction you draw your circle. Tick to create the circle clockwise, un-tick it to create it anticlockwise. • **Copies –** Dictates the amount fo copies of the circle created. If you select '3' then 3 copies of the circle will be placed on top of each other. ✧ Once the icon is clicked your cursor is dragged over the camps it will change to display a compass, you're now in compass mode; all other workbook modes are disabled until you exit compass mode. ✧ To begin, choose a center point for your circle and click on it. A circle will appear. ✧ Then, click on where you want the perimeter of the circle to be and drag around the center point in a circular fashion – a blue line will appear showing you the arc of your circle. As you draw the circle the menu reports the radius (in pixels). ✧ Once the arc is complete stop clicking. ✧ The circle will now appear and have the properties of a ✧ To exit out of compass mode select the cursor tool or any other

	workbook tool.

9. Customisable Personal Toolbar
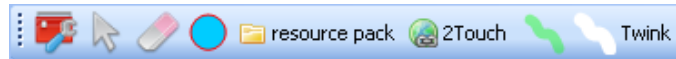
The customizable personal toolbar provides users with the ability to create a Workbook toolbar with annotation tools, links

Using the Personal Toolbar, users can customise their preferred tools to include their favourite pens, lines, shapes, links and shortcuts. This is a tremendous time-saver, providing you with instant access to exactly the tools you prefer to use. You will find that spending ten minutes to set up your Personal Toolbar will pay dividends in your future use of your Workbook.

There is no limit to how many personal tools you can add to this toolbar. Remember also, that these tools will be available outside of the Workbook as well.

The initial Customisable Toolbar will contain 5 icons:

	Customisable personal toolbar icon provides users with the ability to add, remove or edit tools within the toolbar.
	Select tool (refer to the 'mode select' toolbar section)
	Eraser tool (refer to the 'mode select' toolbar section)

9.1. Adding to the personal toolbar: To add a personalized tool, click the 'customisable personal toolbar' icon to expose the list of currently installed tools.
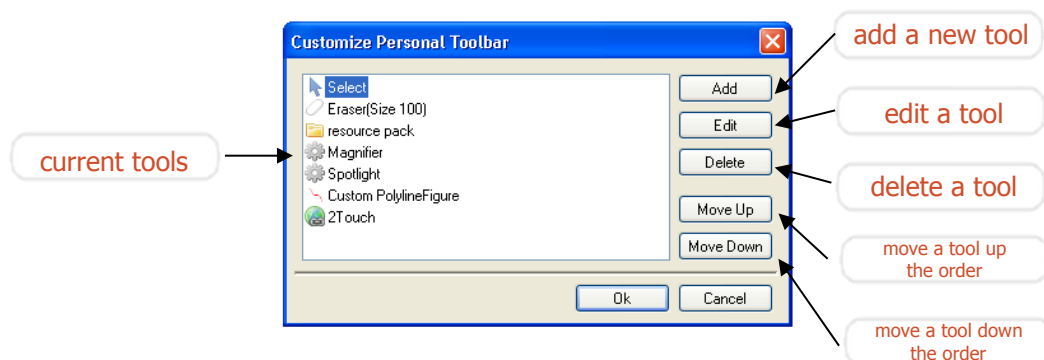

Select the "Add" button to add a new tool using the Personal Tool button utility. Once the "Add" button is clicked the custom figure window appears.
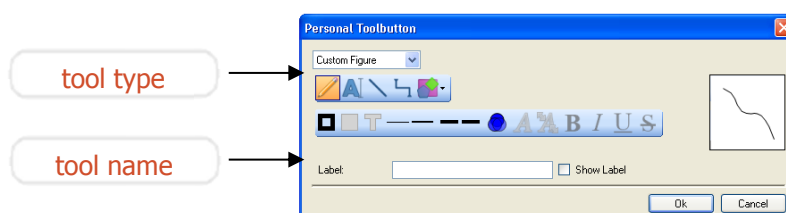
By using the tool type drop down menu, users can select the type of tool they wish to add.

You can choose between four types of tool:

Custom Figure: Choose from a range of Mode select tools that includes pens, shapes, custom polygons, lines, connectors and text.
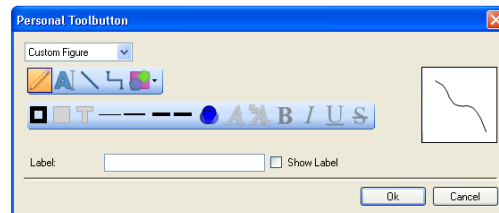
To create a custom figure, select the type of tool you wish to create. Next, select the properties for that tool from the properties menu.

Once a tool and its properties have been chosen the user decides if they want to give the tool a name. If so, the name is typed into the box next to 'label' and 'show label' is ticked. The user then clicks 'OK'.

Start Program: this allows the user to create a button which "runs" an external utility, for example an on-screen keyboard (run C:\WINDOWS\system32\osk.exe), a magnifier, a screen recording utility, or a specialised drawing tool.
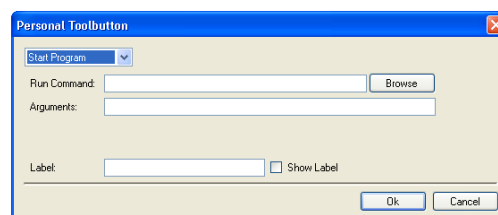
Once the utility has been browsed for, users can add a name to the utility and then click 'OK'.

Open Folder: this allows you to create easy links to preferred folders or libraries.
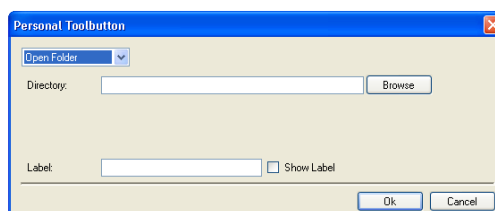
To add a folder, click "Browse". A search window will appear. Users can then search their computer for folders that they wish to add to their customisable toolbar. Once a folder is selected users can decide to give it a name. If so, the name is typed into the box next to 'label' and 'show label' is ticked. The user then clicks 'OK'

**Web Link**: Users can create links to web addresses.
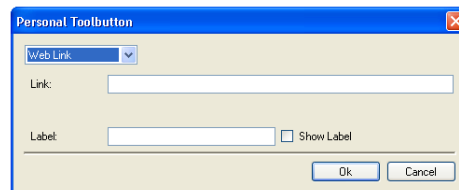
Users type the URL address for the webpage into the white box next to "Link". Once a URL is typed in users can decide to give it a name. If so, the name is typed into the box next to 'label' and 'show label' is ticked. The user then clicks "OK"

Once users click 'OK' (for any tool type) the tool is added to the customisable toolbar and the user is taken back to the list of installed tools. The user then clicks 'OK'.

Mode Select:

Users can choose from a range of basic Workbook functions to add to their customizable toolbar.
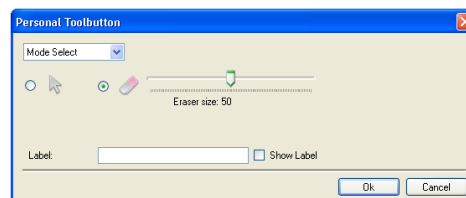
Cursor: Add a cursor to the toolbar. The cursor provides users with the ability to control objects on the canvas.

Eraser: Users can create a customized sized eraser for their toolbar. Users select the button next to the eraser icon and then use the slider to determine the size of the eraser.

Internal tools

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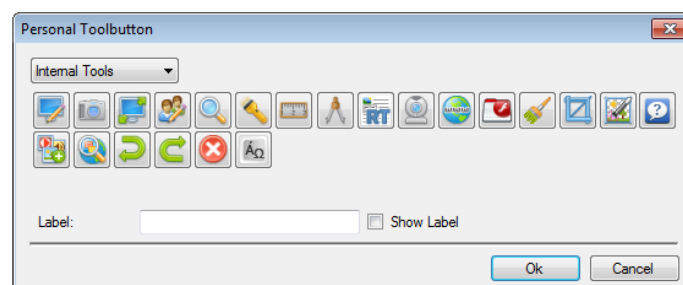
Select from a range of Workbook tools to be added to your toolbar. Select the icon of the tool that you would like added, select 'show label' if you want a label and click 'Ok'.

Editing or Deleting a customizable toolbar tool: To edit or delete a tool off your bar, click on the "customizable toolbar icon", select the tool within the toolbar list and then click "*delete*" or *"edit"*. Likewise, to move objects right or left along the toolbar, select the item in the list and then click either *move up* or *move down*.

9.4. Creating Multiple Customisable Toolbars

Workbook provides users with the ability to create multiple custom toolbars (you will always begin with just one customisable toolbar). To create additional customisable toolbars access 'customise toolbars' under the 'Tools' menu.
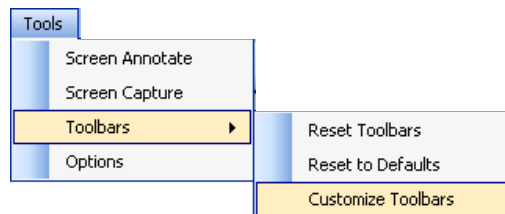
Workbook will then provide the user with a 'customize toolbars' menu.
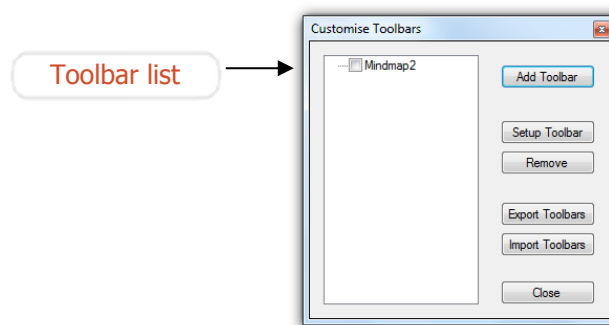
On the left hand side of the menu is an empty window that will display the various customizable toolbars that users create.

9.4.1   Creating a new toolbar

- Click 'Add Toolbar'
 - A new window will now appear
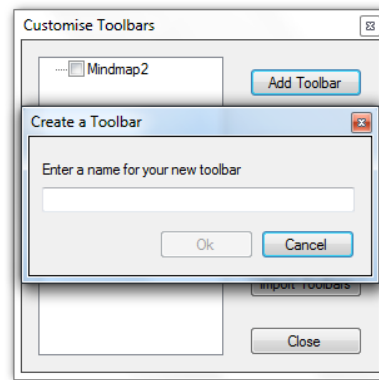
-     Enter in the name of your new toolbar
  - ✧   Click ok
-     The 'customisable personal toolbar' menu will appear and provide users with the ability to add to your toolbar.
  - ✧   Click ok
-     Exit out of the customizable toolbar screen by clicking 'Close'
-     Your new toolbar will now appear with the other toolbars above your Workbook canvas.

9.4.2   Turning a customisable toolbar off – without deleting it

Once you've created a customizable toolbar you can stop it from appearing with the other toolbars above your canvas (without deleting it) by:

-     Open up the 'View' menu.
-     Head down to 'Toolbars'
-     You'll now see your custom toolbar listed at the bottom of the menu
-     Click on the toolbar (unticking it)
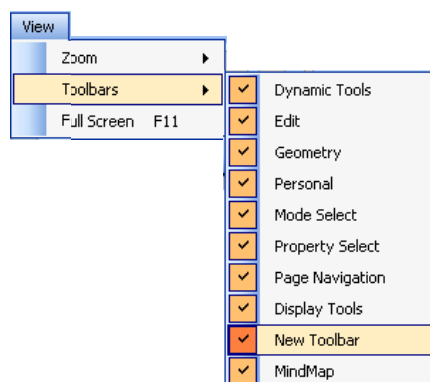
✧ Turning a customisable toolbar back on

-     Open up the 'View' menu.
-     Head down to 'Toolbars'
-     You'll now see your custom toolbar listed at the bottom of the menu
-     Click on the toolbar (ticking it)

9.4.3   Deleting a customizable toolbar

To delete a customizable toolbar (excludes the original toolbar) enter the 'customisable toolbars' menu (refer to the 'tools toolbar' section) and highlight the toolbar you wish to delete (within the window on the left hand side) and select 'remove' on the left hand side.

Toolbar list

remove

Export toolbar
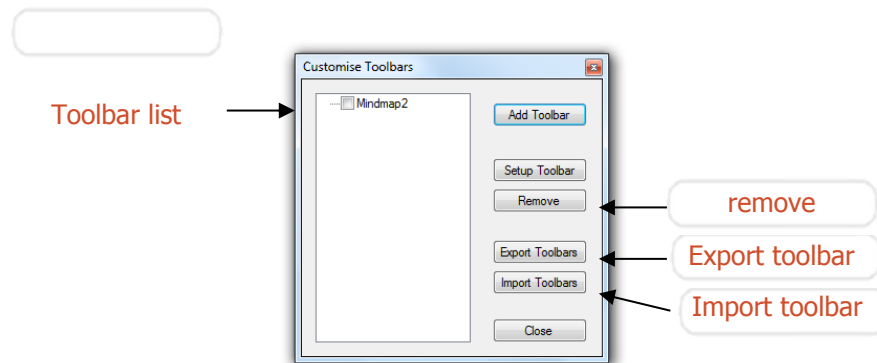
Import toolbar

9.4.4   Exporting and importing toolbars

Workbook provides users with the ability to import and export customizable toolbars. Users can export toolbars they've created, or import toolbars that other users have exported.

To export a toolbar select it in the 'customizable toolbar list' and click 'Export Toolbars'. Users will then be prompted to select a location to save the toolbar through a search window. Once the user selects the location and clicks 'save' a version of the toolbar will be saved for others to import. Note that exporting a toolbar will not delete it from your current workbook file, it will simply create a copy of it.

To import a customizable toolbar open the customizable toolbar list' and click 'Import Toolbars'. Users will now be able to search their computer/network through a search window for a workbook toolbar. Once the toolbar is found and selected click 'Open'. The toolbar will now be added to your workbook toolbars.

10. Xorro Q responder

Within Workbook there is a link to the Xorro Q response solution. At the end of the dynamic tools toolbar you'll find the Xorro Q icon. Xorro Q is a subscription based response system and requires a code acquired by purchase or 30-day trial.
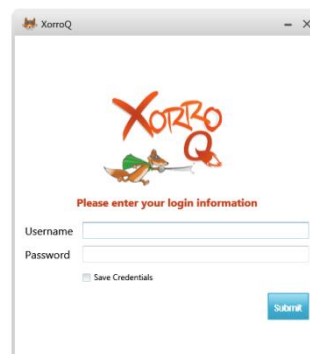

Xorro Q:

By clicking on the Xorro Q icon you are presented with a range of options for answering questions via the Xorro Q responder. This works in connection with the Xorro Q web facilitator.
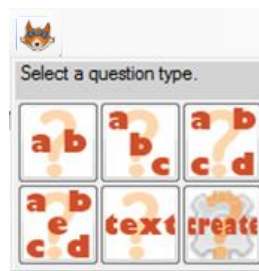

Once you've selected an option (option review below) you'll be asked to login.

Enter in your email and Xorro Q password (acquired through purchase or trial) and click 'submit'. Once you've logged in the Xorro Q session will begin. If you tick the box next to 'save credentials' it will save your login and password for the next time you login.

The next screen that appears will detail the participant options.
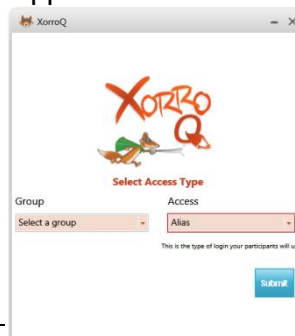
The first drop down menu is 'Group':
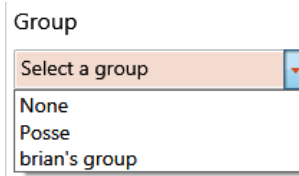
Group refers to the group of participants you wish to include for the quiz. Groups are pre-created using the web facilitator if you have a pre-created a group you can select it from the drop down list. If you don't wish to use a pre-created group then select 'None'.

The second drop down menu is 'Access':
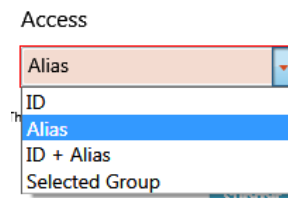
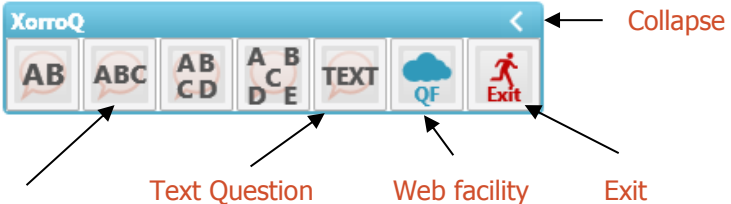Access provides users with a drop down menu listing the individual identification display style of the participants.
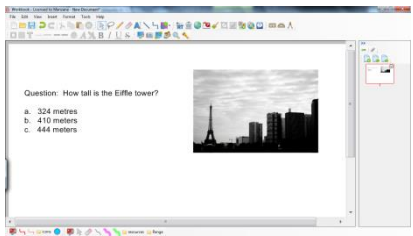
If ID is selected

- **ID:** As participants login they enter in a pre-created ID name that has been setup by the session leader using the web facilitator's participant record
- **Alias:** The participant can enter their own name when logging into the system.
- **ID + Alias:** The participant can login using either their pre-created ID or a preferred Alias.
- **Selected Group:** Only works when a previously created group (refer to web facilitator) is selected under the 'group' drop down menu. By selecting 'Selected Group' only participants from the group can login. They login by entering their ID name.

Once you've selected both a 'Group' and 'Access' type logged into a session the Xorro Q floating toolbar will appear.

The toolbar provides the user with a range of options for question type,

access to web facilitator and exit from Xorro Q.

Collapse

Multi-choice   Text Question   Web facility   Exit

Multi-Choice: Initiate a multi-choice question n (refer to below)
Text Question: Initiate a text question
Web facility: Opens the user's web facilitator (refer to web facilitator)
Exit: Closes Xorro Q
Collapse: The collapse button will collapse the floating toolbar down to the Xorro icon (see below). To reopen the toolbar, double click on the icon.

Multi-choice:

Initiate a 2, 3, 4 or 5 choice multi-choice question.

Before initiating any of these options you'll need to pre-create the question and a range of multi-choice answers on your Workbook canvas (eg. Below)

Once you've created your question click on the Xorro Q icon and selected the option that resembles the number of answers you have.

Initiates a 2 answer quiz.

Initiates a 3 answer quiz

Initiates a 4 answer quiz

Initiates a 5 answer quiz

Once you've selected the quiz option and logged in your Xorro Q respondent screen will appear. The respondent screen encompasses the login details for the respondents as well as response results. The respondent screen will remain on top of all applications.
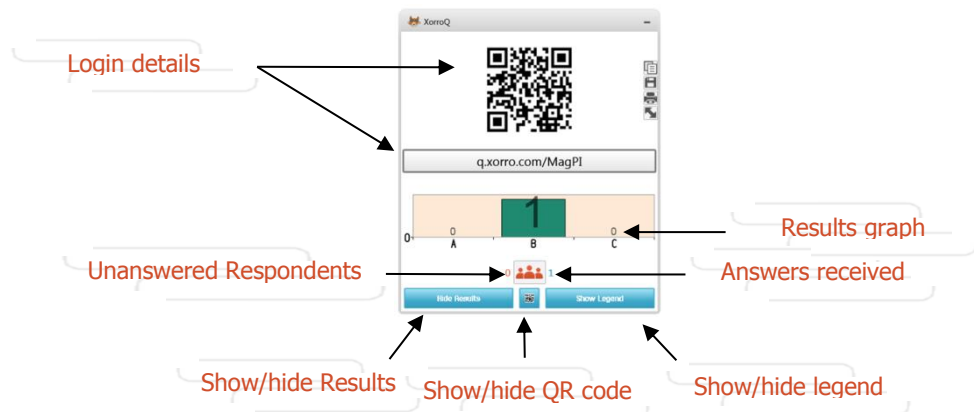
Login details: QR code and Url for respondents to login in with.
Results Graph: Instantly updated graph showing response votes for each multi-choice option
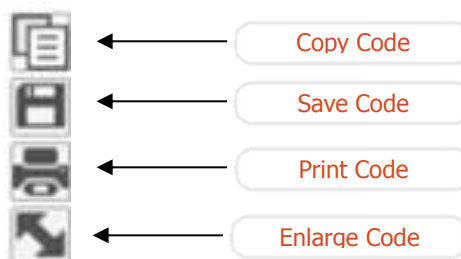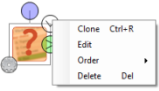**Answers Received:** Number of respondents that have answered
Unanswered Respondents: Number of respondents that haven't answered
 Hide/Show QR code: Close or re-open the QR code display
Hide/Show results: Hide or re-open the results graph.
Show/Hide Legend: Displays the answer options in a small window

Next to the QR code are 4 buttons:

Copy Code: Takes a copy of the code, which the user can then paste.
Save Code: Saves a png copy of the QR code
Print Code: Prints a copy of the QR code
Enlarge Code: Enlarges the QR code to full screen

	Full text response Full text response provides users with the ability to gather full text answers from their audience. Before initiating any the text option you'll need to pre-create the open-ended question you would like responded to on your Workbook canvas. Once you've inputted your question onto the page click on the Xorro Q icon, selected the **'text response'** icon and logged in your Xorro Q respondent screen will appear. The respondent screen encompasses the login details for the respondents as well as response results. The respondent screen will remain on top of all applications. **Results list:** Lists all text based responses **Show/Hide Names:** Hides the names of respondents
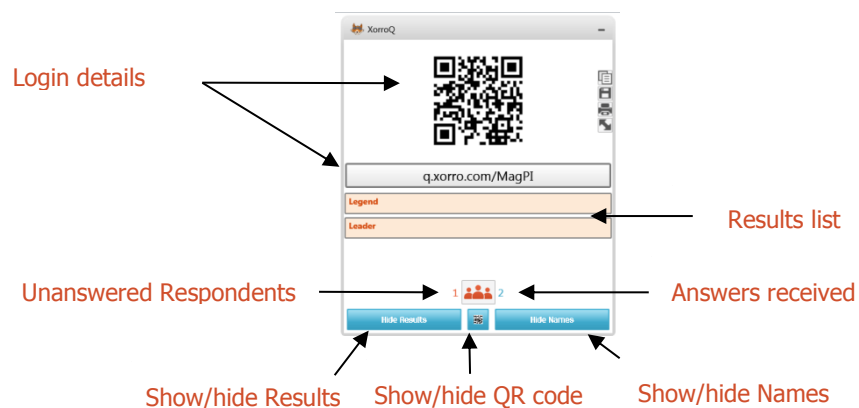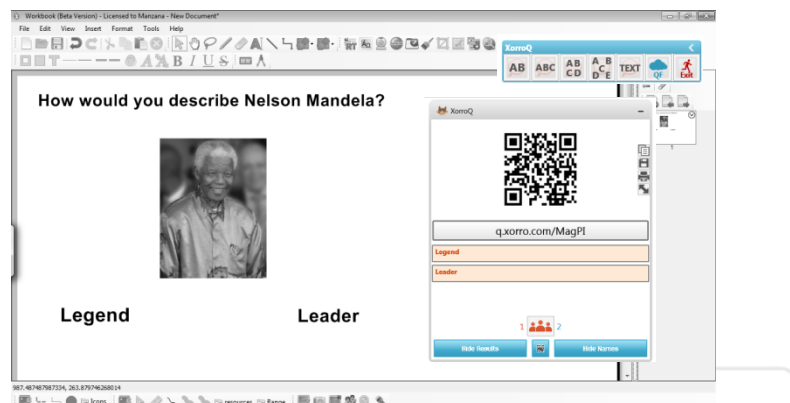
79

		Within the results list you'll receive the responses from the audience. You can drag individually drag these results onto your workbook canvas.

Pre-create a quiz

You can pre-create questions and then initiate them later using the pre-create function.

Select the 'create' button from the Xorro Q drop down menu. The pre-create question icon will now appear on your workbook canvas.

Select the 'pre-create question icon' by clicking on it.

Rotate: Rotate the question box by clicking and dragging left or right.

Edit Question: Edit the question you would like answered.

- Select Question Type: Select if you want to create a multi/choice or full text question type.

- Question Text: Insert the Question

- Question Options (only for multi-choice): Insert the various mutli-choice questions.

After the question is created the Edit icon will change to a green play button.

The green button will initiate the question

Options: Click to reveal a range of options for the pre-create question icon.

- Clone: Create a copy of the question. Copy will appear directly above original on the canvas.

- Edit: Opens up the 'edit question menu'

- Order: Select the depth-position of the question on the page relative to other questions.

- Delete: Deletes the question.

Reveal/Hide question: Click this icon to reveal or hide the question you've created.

Initiating the question

Once you've created the question you can initiate the question by clicking on the green play button.

Initiate question

The Xorro Q respondent window will now appear (refer to the Xorro Q section).

Respondents login

Once you've initiated your Xorro Q quiz your respondents will be required to login. To answer the questions you've posed respondents need to access a specific web page that contains your question and an answer section.

Respondents can access this web page in two ways: via the QR code or the URL displayed on the respondent screen.

Question: How tall is the Eiffle tower?

a. 324 metres
b. 410 meters
c. 444 meters

q.xorro.com/MagPI

QR Code

URL

QR Code: A QR code is a barcode that links the user to a distinct web page (the same as the URL). You'll require a QR barcode reader on your smart mobile device to be able to read it. If you don't have one then simply use the URL provided.

URL: Respondents simply enter the URL into the web browser of their device (any web enabled device will work) as an alternative to the QR code.
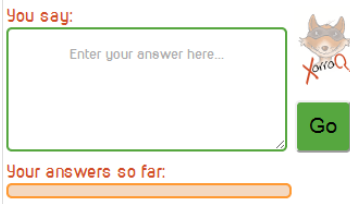
Once the Xorro Q page has been accessed the respondent will be prompted to enter in either their name, or ID.

Enter your name

Go

Respondents enter their name and click 'Go'.
The quiz will now appear on the user's web browser.
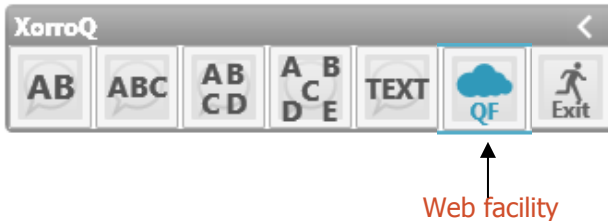
If you've selected a standard quiz (not pre-pared) the respondent will get a list of A, B, C etc.. that reflects your question.

They select the answer and click 'Submit'

Q

You say:

Enter your answer here...

Submit

If you've chosen to run a Text answer question (not prepared) then they

will get a screen displaying a 'You say' box. Respondents then type their answers into the 'You say' box and click 'Submit'.

A list of their submitted answers will appear along the bottom of the screen.

Using a prepared quiz

If you're using a prepared quiz then the questions and answers (for multi-choice) will appear on the users screen.

10.2 Xorro Q Web facilitator

Xorro Q Web facilitator:

The Xorro Q web facilitator is a web site designed specifically for users/session leaders of Xorro Q. It provides users with an easy to use online application that allows them to create groups of questions, setup class groups and respondent records, track results as well as initiate quizzes.

Accessing the web facility:

Users can access the web facility in two was: via a url or the Xorro Q floating toolbar.

Xorro Q floating tool bar. The Xorro Q floating toolbar has a direct link to an individual user's web facility. Please note that when accessing via the floating toolbar users will be taken to a results page for the currently running activity rather than the home page.

Web facility

Accessing via web address:

To access the web facilitator via a web browser enter the URL below:

http://qf.xorro.com/

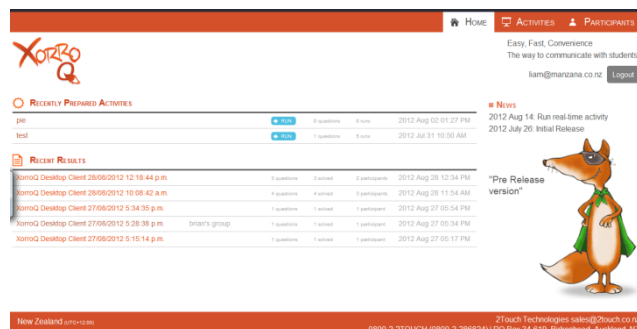The web facilitator will then take you directly to the home page (if you're logged in) or to the login page below.

The user then enters in their username and password and clicks 'login'.

Home Page:

The Xorro Q home page displays recently created activities and results.

Recently Prepared Activities: Contains a list of recently created Xorro quizzes/activities. Users can run the quiz/activity by clicking on 'run'.

Recent Results: List of results from recently run Xorro quizzes/activities.

Logout: To logout from the web facilitator click on the grey 'Logout' button on the top right of the page.

Is the first page accessed when logging in via the 'floating toolbar'. It can also be accessed by clicking on 'Activities' along the top of the web page.

Activity Page:

The web facilitator's 'Activities Page' provides users with the ability to create, run and review the results from Activity sessions.
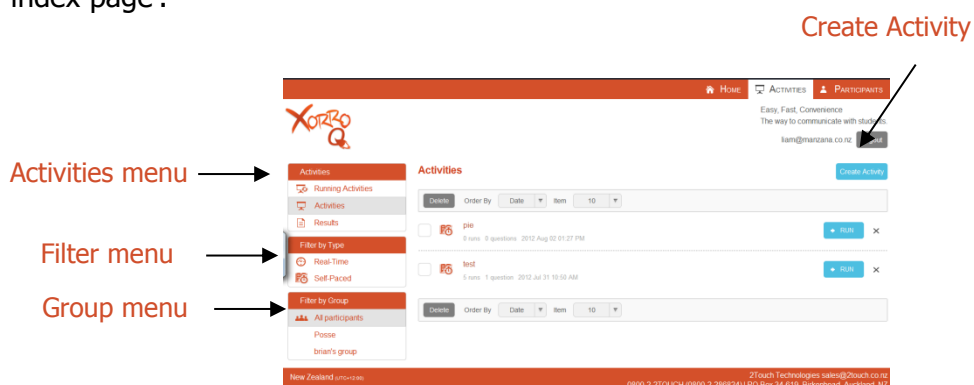
Accessing Activities page:

Is the first page accessed when logging in via the 'floating toolbar'. It can also be accessed by clicking on 'Activities' along the top of the web page.
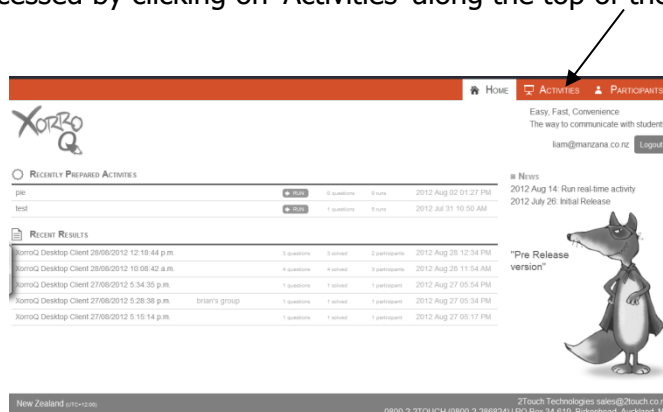
Accessing via web page:

When you first access the page via the login you're given the 'activities index page'.

Create Activity

Activities menu

Filter menu

Group menu

Activities Menu

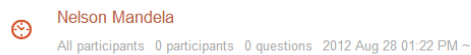Lists/filters created activities and their results

- **Running activities:** Presents a list of currently running activities. Once clicked the screen will now show a list of currently running

activities.
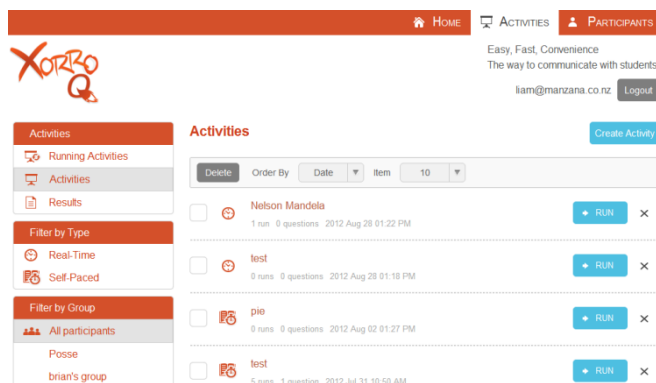

You can access the results page for an individual quiz by clicking on the title of the quiz.
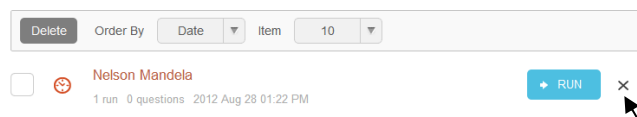
You can stop the quiz from running by clicking on 'Finish'

- **Activities:** Lists the activities the user has created via the web facilitator.

Order by: Change the order of the activities by selecting the drop down menu next to 'order by'. You can order by date created (newest first) or alphabetically.
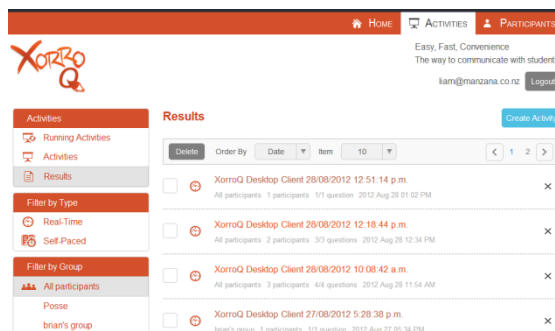
Items: You can select how many activities you want displayed on the page at once by using the drop down menu.

  → RUN	**Delete:** You can delete an activity by using the cross next to the run button of an activity, or by selecting the activity (click on the box next to the activity) and clicking on the 'Delete' button. **Run:** You can engage an activity by clicking on the 'Run' button next to the activities details. Once clicked the facilitator will display a 'launch window' .

- **Results:** Provides a list of sessions run using the various activities. Users can access the results of each session through the 'results' page.


Order by: Change the order of the sessions by selecting the drop down menu next to 'order by'. You can order by date the session was delivered (newest first) or alphabetically.

Items: You can select how many sessions you want displayed on the page at once by using the drop down menu.

Delete: You can delete a sessions record by using the cross next to the run button of an activity, or by selecting the activity (click on the box next to the activity) and clicking on the 'Delete' button.

Accessing Results: By clicking on the name of the session users can access the results from the session.
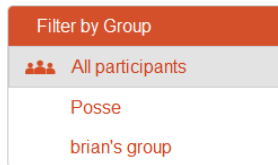
Filter Menu: Filter the results by session type
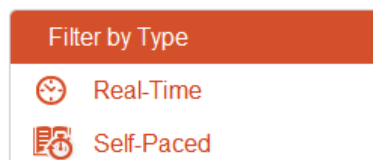
- **Real-Time:** Only include real-time activities
- **Self-Paced:** Only include self-paced activities

Filter by Group: Lists all of the created groups and allows the user to
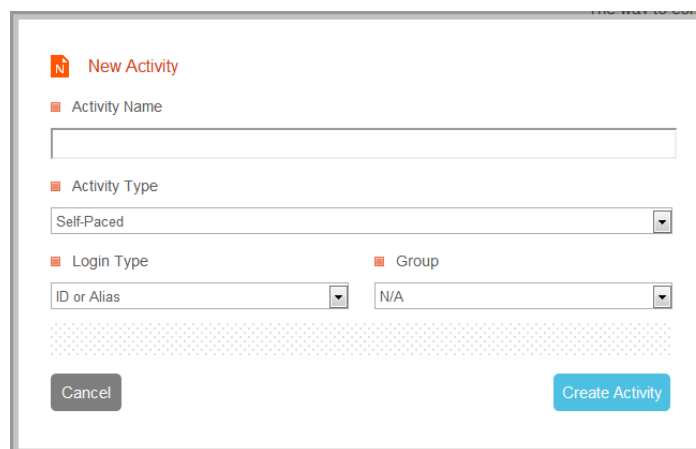
filter by just a selected group or all participants.

Create an Activity

To pre-create an activity using the web facilitator use the 'create activity button within the 'activities page'.

Once clicked you get the 'New Activity' screen.

- **Activity Name:** Enter in the name of your activity
- **Activity type:** Use the drop down menu to select the type of question delivery method.
- **Self-Paced:** Respondents move onto each question in their own time
- **Real-Time:** Respondents answer each question as a group.
- **Login Type:** Determine the way each individual user is identified.
  - **ID:** As participants login they enter in a pre-created ID name that has been setup by the session leader using the web facilitator's class record
  - **Alias:** The participant can enter their own name when logging into the system.
  - **ID + Alias:** The participant can login using either their pre-created ID or a preferred Alias.
  - **Selected Group:** Only works when a previously created group is selected under the 'group' drop down menu. By selecting 'Selected Group' only participants from the group can login. They login by entering their ID name.
- **Group:** If 'selected group' is chosen for the login type then this drop down menu allows the user to select which group they want to

run the session with.

Once you're ready to run the session click 'Create Activity'. You're then taken to the 'Activity information' screen.

- **Activity information** along the left hand side details the information placed in via the 'New Activity' screen. You can edit this information by clicking 'Edit'.

- **Create Question:** Provides users with the ability to create questions for their session. Once clicked the 'New Question; screen is opened.

- **New Question:** Enter the question into the text space provided.
- **Question Type:** Select from the drop down menu the question type you would like to create.
  - **Text:** Users respond to your question with full text answers
  - **Multi-choice (select one):** Create a multi-choice question that allows only one answer selection.
  - **Multi-choice (select multiple):** More than one answer can be correct.

- If you select a 'Multiple-choice' type then the multiple-choice options screen appears

- Users can enter in different selection options on each line. The correct answer can have a ticked placed next to it by clicking on the individual square next to the answer.
- **Allow multiple submissions:** The user can dictate how many answers a repsondent can submit.

- **Answers can only be submitted once:** One answer per respodent
- **Answer can be submitted multiple times:** More than one answer per user
- **Replace previous answer:** User can send in a new answer but it replace their previosuly submitted answer for that question.
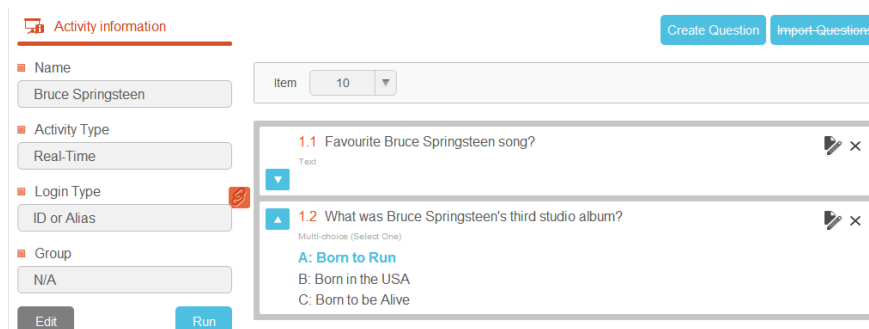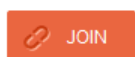- **Create Question:** Creates the question and places it onto the 'activity information' screen.

The newly added question will have its section detailing its name

and question type, along with any other questions added.

Edit Question   Delete

Move down

1 Favourite Bruce Springsteen song?

Text , Answer can only be submitted once

JOIN

2 What was Bruce Springsteen's third studio album?

Multi-choice (Select One) , Answer can only be submitted once

A: Born to Run
B: Born in the USA
C: Born to be Alive

Move up
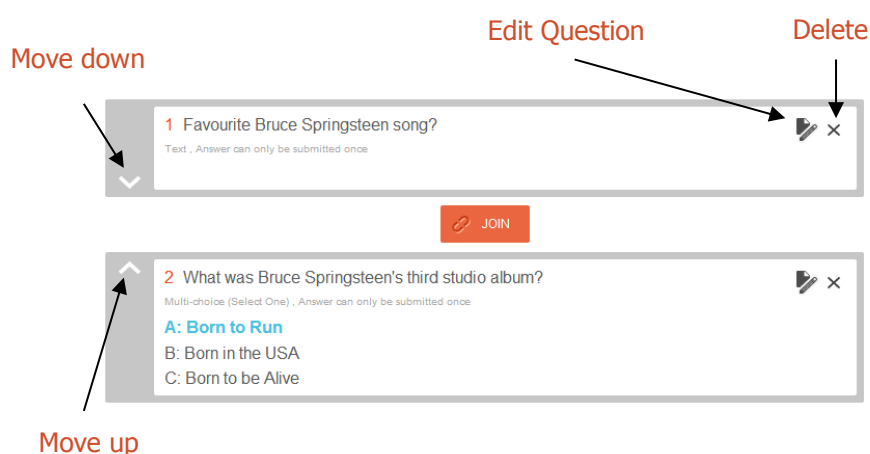
- **Edit Question:** Users can edit the individual question. Once clicked the original question creator screen appears and the users can edit any of the aspects of the question.
- **Delete:** Delete the individual question
- **Move Down:** Move the question down the order
- **Move Up:** Move the question up the order
- **Join: Only appears in Real-Time** Creates individual batches of questions by linking the question together. These batches are then answered in a row by the respondents. Once a batch is completed the session leader initiates the next batch. Once questions are joined they appear connected.

Activity information   Create Question   Import Questions

Name
Bruce Springsteen   Item   10   ▾

Activity Type
Real-Time   1.1 Favourite Bruce Springsteen song?
                                         Text
Login Type
ID or Alias   1.2 What was Bruce Springsteen's third studio album?
                                         Multi-choice (Select One)
Group
N/A   **A: Born to Run**
                                         B: Born in the USA
Edit   Run   C: Born to be Alive

- **Unjoin:** Breaks the questions apart
- **Move Up:** Move a question up within the joined batch
- **Move Down:** Move a question down within the joined batch.

Run the Activity: Once the user has added all the questions they want they can run the session by clicking on the 'Run' button. Users are then presented with the launch screen. The launch screen will differ between 'real time' and 'self paced' activity sessions.

JOIN

Run

Running an Activity: Once the user has selected to run an activity they're presented with a 'launch screen'. The information shown on the launch screen was created by the user when setting up the activity. Users can edit the details.

- Launch: Once the user is ready to launch the session they simply click 'Launch'. Users will then be presented with the 'Activity Run screen'.

Activity Run Screen: Once a session is launched the users can view the progress via the 'activity run screen' which appears.

Please Note: The run screen will differ slightly between a Self-Paced test and a Real Time. A Real Time test requires the Session leader to initiate each question by clicking 'Ask this question', whereas Self-Pace provides the respondents with the ability to move through the questions by themselves – rather than with the group.

- **Respondents List:** List of respondents engaged with the session
- **Ask Instant:** Users can instantly ask a question on the fly. Users can select an option from the drop down menu:
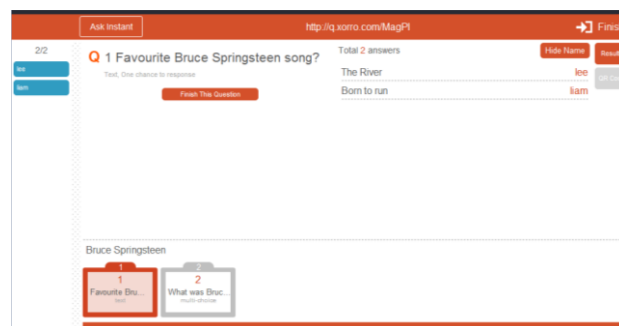
	- Text: Create a text response question - **True/False: Create true/false question** - **AB: 2 answer multi-choice** - **ABC: 3 answer multi-choice** - **ABCD: 4 answer multi-choice** - **ABCDE: 5 answer multi-choice** Once the option is selected the question will become live straight away, and placed at the end of the question set. - **QR Code:** Shows/Hides the QR code for logging in. - **Results:** Show/Hide live results for the current question - **Question Set:** Visual list of the questions contained within the session. Users can select a question by clicking on it. - **Finish:** Close the session.
	Reviewing the results When the user reviews results from sessions run they appear listed. A user can access an individual session's results by clicking on the session name.
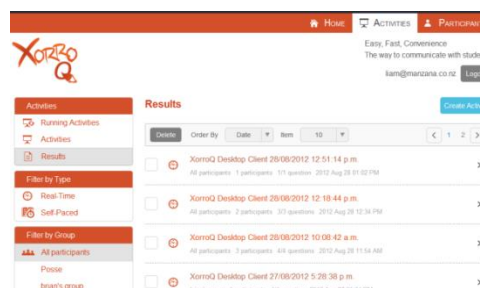
Once the user has selected a session the session's individual results page will appear. The page details all questions answered in the session and the results that came from the question.

- **Export:** Users can export the results into a spread sheet by clicking on the 'Export' button.
- **Summary: Lists the questions individually**
- **Raw:** Lists the questions in a horizontal list with the results below.

- **Text Responses (Under summary):** Text responses appear with a list of responses and the participant's name.

- **Multi-choice questions (Under summary)::** Lists the options and the number of votes for that option.

Participants

The participants screen provides users with the ability to create individual respondent profiles that can be accessed by the respondents when they login to a session. Users can also create specific groups of participants.

To access the participants screen click on the 'participants' logo in the top right of the screen.
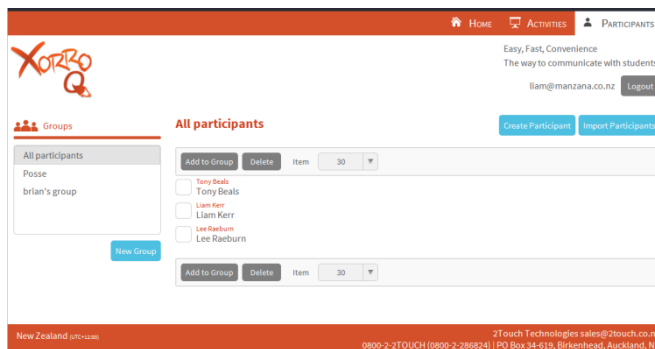
- **Viewing a participant**

    Previously created participants are listed in the center of the screen. This list will vary between selected groups but the group 'All participants' will list every participant created.

- **Creating a participant**

    To create a participant click on 'Create Participant'. The create participant screen appears and users can now input data about the participant.


    Identification (login ID): The login name that participants can use when accessing Xorro sessions
    Groups: Instantly place the user into a selected group of users. The user will also appear under 'all participants'.

    Once the information is inputted select 'create participant'. The participant will now appear in the 'All participants' group.

- **Groups**

On the left hand side of the screen it details the currently created groups. When you first login into participants you'll find only 1 group entitled 'All participants'. The 'all participants' group is where every created participant is stored.
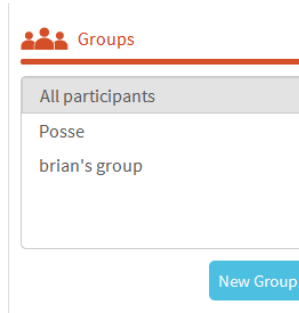
- **Creating a group:** To create a new group select 'New group' from the 'Groups' menu. The 'create a group' screen will now appear. Enter in the group's name and click 'Create group'.
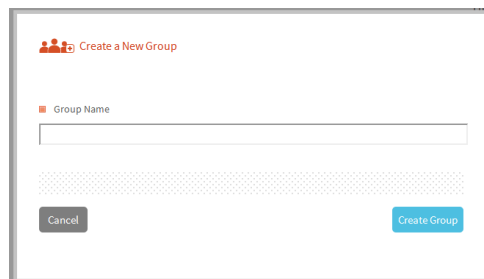
The group will now appear in the list of groups.

- **Adding participants to a group:** To add a participant to a selected group select the participant in the list by ticking the box next to the name and clicking on 'Add to group'.
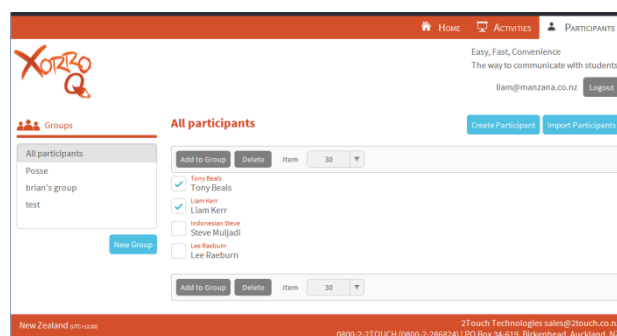
The 'add to group' menu will then appear. The menu will list all of the user's created groups. Select the group you want to add the participant(s) to by selecting the circle next to the group's name and then clicking 'Add'.

Import Participants

- **Importing Participants:** Users can import an external list of participants (csv file) by using the Import participants function. By clicking on the 'Import participants' button the users can access the 'Import Participants' screen.

Users then select the group they wish to import into via the Group drop down menu. They then select the list they wish to import by clicking on 'browse to file'. This will open up a search window where users can search their computer for a csv file. Once the file is found the user selects the file and clicks 'Open'. The 'Import participants' menu will then reappear with a list of participants and the group they're going into.

Users then select "Import' and the Participants are imported.

Creating an Import CSV file: Most csv files are made using excel spead sheet. You must create three different columns. In row 1 of column A put in the title **First Name,** in row1 of column b put in the title **Last Name** and in row 1 of column C put in the title **Identification**. Then list the participants below these titles (using a row for each participant).

11. Extra Workbook features

11.1 Text conversion

Text conversion functionality provides Workbook users with the ability to insert written text onto the canvas.

Using the pen tool users insert written text onto the canvas. Users then select the text using the select tool (refer to 'Mode select toolbar'), open up the 'object menu' and highlight 'select word'. Workbook then lists a range of possible words and the user selects their word from the list. The written ink is then converted into text.

10.2 Ink into object as text

Workbook provides users with the ability to easily insert words created using the pen tool (refer to 'Mode select toolbar') into an object as text.
Users must first create/insert the object onto the Workbook canvas. Users then select the pen tool (refer to 'Mode select toolbar') and begin to insert the word(s), that they want to insert into the object, onto the canvas.

Users must then right click on the object and select the text conversion tool in the object menu and select the word from the list.

Once the word is selected it will be inserted into the object and can be manipulated by using the 'label' tools in the object menu.